

MERIT SYSTEM WRITTEN EXAMINATION AND ELIGIBLE LISTS

SUMMARY

This procedure explains the various types of merit system examinations and the resulting eligible lists.

Confidentiality/Security of examination

Examinations are prepared, administered, and scored in an environment designed to protect the confidentiality of all test materials. Suspected violations of confidentiality or examination security should be reported immediately to the Testing and Validation Section Manager for investigation.

Open-competitive examinations and open-competitive eligible lists

1. Open to all applicants who meet the announced minimum requirements.
2. Open-competitive examinations are usually written, multiple choice tests and may also include a performance skill test.

PROCEDURE

Successful candidates are placed on an eligible list in rank order according to score which may include veterans' preference points and seniority points, if applicable. The hiring department may select any best qualified candidate from the list. Open-competitive eligible lists remain in effect for one year unless extended by the Director, Recruitment, Testing and Career Development of the Human Resources Department. An eligible list may be extended for up to two additional years (for a total of three years) beyond the original expiration date provided qualified applicants remain on the list. This provision shall not be construed to deprive any employee of rights provided by collective bargaining agreement.

Listed below are the procedures for merit system examinations and eligible lists:

Promotional examinations and promotional eligible lists

1. Open to the County employees who have successfully served a required period of time in specified job classification(s).
2. Promotional examinations are composed of written, multiple choice questions and / or performance-based (assessment centers, structured interviews, skill tests, etc.) elements. The examination score is combined with seniority credit and, if applicable, veterans' preference points to produce a final score.
3. The Promotional Eligible List is a rank-ordering of successful promotional examination participants and remains in effect for one year from certification date unless extended by the Director Recruitment, Testing and Career Development of the Human Resources Department, or otherwise specified by collective bargaining agreement.
4. Hiring departments must select among the four (4) highest scoring available candidates on the promotional eligible list (Rule of Four).

Make-up examinations

Make-up examinations are granted under very limited conditions. Make-up requests should be submitted to the Testing and Validation Section Manager through the departmental chain of command, when applicable, prior to the examination date.

1. Open competitive examination - if failure to compete is due to an error by Recruitment, Testing and Career Development or if the applicant is on active military leave.
2. Promotional examinations - only upon written recommendation by the employee's department director, limited to the following circumstances: incapacitated due to an on-the-job injury, away on unavoidable County business, military leave of absence, conflicts with observed religious holidays, employee has a death in his/her immediate family within five (5) days of the date of a promotional examination, and if failure to compete is due to an error by the Recruitment, Testing and Compensation Division.

Layoff lists

Consist of employees with permanent status who have been laid off from classified positions, rank-ordered according to layoff retention score. Layoff lists take precedence over all other lists, and employees are recalled from layoff lists in order of their retention score. Layoff lists have duration of 2 years from the date of layoff.

CONTACT(S):

Department/Division

Human Resources Department/Recruitment, Testing and Career Development

REFERENCE DOCUMENT(S):

Administrative Order 7-6, Personnel Policy on Equal Employment Opportunity
Administrative Order 7-21, Personnel Policy for Centralized Employment Services
Personnel Rules for the Classified Service
Code of Miami-Dade County, Section 2-42 (6)