

The Hiring Examination Process

The filling of LACERA position vacancies for classified positions are accomplished through the Civil Service Examination Process. The Civil Service Examination Process is prescribed for the purpose of assuring the utilization of a merit based system which maintains consistency and assures applicants of fair and impartial treatment.

An "Exam" or "Examination" refers to the process of assessing and ranking candidates who apply for a vacant position. Depending on the position, an Examination may consist of a written test, interview, performance test, etc., along with the rating of experience and training.

When LACERA opens an Examination to fill a vacant position, it means LACERA is accepting applications for that job classification until the "Closing Date," which is the deadline for submitting a job application.

Types of Civil Service Exams

LACERA conducts two (2) types of Civil Service Exams:

1. **Career Opportunities**, also referred to as **Open Competitive Opportunities**. This type of Civil Service Exam is open to the public. This includes individuals currently or not currently employed with LACERA.
2. **Promotional Opportunities**, also referred to as **Departmental Promotional Opportunities**. This type of Civil Service Exam is open solely to current LACERA permanent employees who have passed their initial probationary period.

Job Bulletin

The opening of a Civil Service Examination is announced through the posting of a Job Bulletin on the LACERA Website (www.lacera.com) and LACERA's Bulletin Board. The Job Bulletin communicates all the information relating to each specific Examination conducted including examples of the Essential Job Functions, the Minimum/Selection Requirements, Desirable Qualifications, and Examination content.

The Hiring Examination Process

The Minimum/Selection Requirements describe the education, training and/or work experience the applicant must possess in order to qualify for the position. The Desirable Qualifications are additional rated criteria, above and beyond the Minimum/Selection Requirements, used to assess applicants. Desirable Qualifications identify additional skills, experience, training, etc. that would improve performance on the job and contribute to the success of an individual performing in the vacant position.

Submission of Job Applications

Job applications are accepted for LACERA positions only when a Job Bulletin has been posted. LACERA job applications must be submitted online through LACERA's Online Job Application System. Interested individuals should follow filing instructions as stated on the Official Job Bulletin when submitting a job application.

LACERA must receive your application by the closing date and time stated on the Job Bulletin. Some Job Bulletins may state the Examination will stay open until the needs of LACERA are met and may close without prior notice. It is highly recommended that interested individuals submit their job applications as soon as possible as this exam may be closed at any time without prior notice.

LACERA's Online Job Application System can be found on LACERA's Website at www.lacera.com under Careers.

Job Application Review

Once an application is received by LACERA it is evaluated to determine if it meets the qualifications as stated on the Job Bulletin. Qualified applicants may also be invited to participate in applicable job assessments as reflected on the Job Bulletin. Typical assessments may include written tests, performance tests, and oral interviews. Successful applicants will be placed on an eligibility list/register of candidates based on their Exam Scores. The length of time for this process varies. Questions about the status of one's application can be referred to the designated Human Resources (HR) Analyst listed on the Job Bulletin.

The Hiring Examination Process

Eligibility List or Register:

Candidates are placed on the Eligibility List/Register in bands (Bands 1-5) according to their examination score. Names within a band are placed randomly, therefore all candidates within a band have equal standing. The following is a breakdown of Eligibility List/Register bands:

Score	Band
110.00 - 100.10	V*
94.50 – 100.00	1
88.50 – 94.49	2
88.49 – 82.50	3
76.50 – 82.49	4
70.00 – 76.49	5

*Band V may apply to candidates who have Veteran's status. Band V only applies in Open Competitive Opportunities.

The Eligibility List/Register is provided to the hiring manager to inform them of candidates eligible for hire/appointment.

Rule of Five (5)

The hiring manager may only select to hire/appoint a candidate from the highest ranking band on the Eligibility List/Register, except when the highest ranking band does not include at least five (5) candidates available for appointment. The appointment may then be made from the next highest band(s) to include at least five candidates.

Rule of Five (5) Examples:

If there are only three (3) candidates in Band 1 and eight (8) candidates in Band 2, the hiring manager may select to hire/appoint a candidate from either Band 1 or 2 because Band 1 has less than five (5) candidates.

If there are six (6) candidates in Band 1, the hiring manager may only select to hire/appoint a candidate from Band 1 because there are at least five (5) candidates in this band. The hiring manager is not permitted to select from Band 2 unless there are less than (5) candidates in Band 1.

The Hiring Examination Process

Questions

LACERA's Human Resources staff can assist you with any questions you may have concerning the Civil Service Examination Process. Should you have any questions, please do not hesitate to email your questions to humanresources@lacera.com.

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