

ORDINANCE NO. 2760

AN ORDINANCE OF THE CITY OF MESQUITE, TEXAS, AMENDING THE CITY OF MESQUITE GENERAL GOVERNMENT CIVIL SERVICE RULES AND REGULATIONS BY DELETING THE PRESENT SECTION 5 AND ADOPTING A NEW SECTION 5 THEREBY ESTABLISHING EXAMINATIONS FOR ALL POSITION VACANCIES; PROVIDING A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

SECTION 1. That the present Section 5 of the City of Mesquite General Government Civil Service Rules and Regulations is deleted and a new Section 5 is hereby adopted to read as follows, said Rules and Regulations in all other respects to remain in full force and effect.

5.1 Examination Authority

The Personnel Department shall have the sole authority for the administration and establishment of examination procedures for all position vacancies. Departments shall not administer examinations of any type without prior approval by the Personnel Department.

5.2 Examination Methods

All appointments to the Classified Service shall be based on a determination of the applicant's qualifications. The method of determining an applicant's qualifications shall be the same for all applicants for a particular position, except that reasonable accommodations will be made for otherwise qualified disabled applicants who are unable to take the type of examination which is required of non-disabled applicants.

Examination of qualifications may include but is not restricted to the following methods:

1. Written Examinations

Written examinations may be given to assess the applicant's knowledge, skill, or aptitude in the field for which the test is being administered.

2. Applications and Supplements

Applications may be rated using training, education, experience, work history, and other job related information which demonstrates the applicant's qualification for the position. Ratings may be based upon information contained in the application

and/or supplements, follow-up contact with the applicant, and other investigations as deemed necessary.

3. Interviews

Interviews may be conducted in person, by video or via telephone, using one or more interviewers. Candidates may be rated on the information conveyed in the interview process.

4. Oral Examination

Oral examinations may be administered to assess knowledge or skills which are not readily demonstrated through use of a written examination or where necessary to reasonably accommodate disabled applicants.

5. Performance Examinations

Performance examinations may be given to assess an applicant's knowledge, skill, ability, or aptitude in performing job relevant tasks. Performance examinations will be used only where consistent with business necessity and will be narrowly tailored to measure only the ability to perform the essential functions of the position being applied for.

6. Biographical Inventories

Questionnaires utilizing biographical information may be used in rating an applicant's qualifications.

7. Background Investigations

Background investigations may include but are not limited to previous employer references, personal references, and any other job-related contacts and questions which enable adequate assessment and/or verification of the applicant's qualifications.

8. Drug Testing

Drug testing of applicants, who have been made a conditional offer of employment, shall be conducted in accordance with established policy based upon the provisions of City of Mesquite Ordinance No. 2652.

9. Medical, Physical, Psychological Testing

Applicants, who have been made a conditional offer of employment, shall be required to successfully complete a medical and physical examination prior to

appointment. Additional testing may be required to determine the applicant's suitability for employment.

10. Other

Any other examination which serves to further demonstrate the qualifications of the applicant may be utilized as deemed necessary by the Personnel Director.

5.3 Examination Procedures

1. The Personnel Director shall establish procedures pertaining to the administration of examinations such as applicant admission to exam sites; failure to report for examination; exam failure and retesting, and other relevant procedures.

2. The Personnel Director shall not permit testing of any applicant who does not meet the minimum requirements of the position prior to taking the examination.

3. Examinations or their administration are not appealable. All examinations and answer sheets are the property of the City of Mesquite and are not subject to review.

4. When feasible, the most efficient and accurate method of examination scoring will be used.

5. Applicants who do not meet the minimally required score on examinations shall not be referred to the hiring official.

6. Examination results may be furnished to the hiring official but individual applicant's examination results may not be disclosed to other applicants.

SECTION 2. That should any word, sentence, clause, paragraph, or provision of this ordinance be held to be invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

SECTION 3. The fact that the present ordinances of the City of Mesquite do not provide an adequate policy concerning examinations for all position vacancies, creates an urgency and an emergency for the preservation of the public health, safety, and welfare and requires that this ordinance shall take effect immediately from and after its passage and publication of said ordinance, as the law in such cases provides.

00290

Page 4

DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas, on the 16th day of September, 1991.

Cathy Ray
Cathy Ray
Mayor

ATTEST:

Lynn Prugel
Lynn Prugel
City Secretary

APPROVED:

B.J. Smith
B.J. Smith
City Attorney