

**TITLE HUMAN RESOURCES DEPARTMENT**  
**CHAPTER 2 Testing and Examinations**  
**PART 1 General Testing and Examinations**

1. **ISSUING AGENCY:** The Human Resources Department.
2. **SCOPE:** These rules have general applicability to all prospective and current employees, classified and unclassified, including but not limited to interns, volunteers, and seasonal employees.
3. **STATUTORY AUTHORITY:** Americans with Disabilities Act of 1990, Title I, 42 U.S.C. § 12111-12117 (2006); Americans with Disabilities Act of 1990, Title V 42 U.S.C. § 12201-12213 (2006); Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006); Civil Rights Act of 1991; EEOC Uniform Guidelines on Employee Selection Procedures, 29 CFR pt. 1607, (1978); City of Albuquerque, NM. Code of Ordinances, Ch. 3 art. 1, Merit System; N.M. Stat. Ann. § 66-5-54; 49 U.S.C.A. §§ 31100-31161; Retention and Disposition Schedule for General Personnel Records, 1.15.6 NMAC; Uniformed Services Employment and Re-Employment Rights Act (USERRA), 38 U.S.C.A. § 4301 et seq.
4. **DURATION:** Until revoked.
5. **EFFECTIVE DATE:** **TBD**
6. **OBJECTIVE/PURPOSE:** Examinations are used to determine whether an applicant or candidate can demonstrate the required knowledge, skill, and ability as a component of meeting the minimum qualifications for a position. The 200 series will be the authority for administering examinations.
7. **RESPONSIBILITY FOR ADMINISTRATION:** Director of Human Resources Department.
8. **DEFINITIONS:**
  - A. **Applicant** means an individual seeking employment with the City of Albuquerque.
  - B. **Candidate** means an employee seeking promotion.
  - C. **City** means the City of Albuquerque, a municipal corporation.
  - D. **Director of Human Resources** means the administrative head of the Human Resources Department or designee.
  - E. **Human Resources Department** means the Human Resources Department for the City of Albuquerque.
  - F. **Knowledge, skill, and ability** mean the body of learned information which is used in and is a necessary prerequisite for observable aspects of work behavior of the job.
  - G. **Performance and physical agility test** means a formal test designed to measure agility, strength, coordination, general physical fitness and other skills required for the position.

H. **Structured Oral Interview** means an interview to solicit answers to questions presented to assist in determining whether the applicant or candidate possesses knowledge, skills, and abilities as well as experience and judgment required for the position.

I. **Scoring method** means the system used to calculate how an applicant or candidate performed on an examination.

J. **Written examination** means a formal multiple choice test which measures the knowledge, skills, and abilities required for the position.

## 9. TYPES OF EXAMINATIONS.

A. The Director of Human Resources, in coordination with the department directors, will decide which of the following types of examinations will be used in the selection process:

(1) Written examinations will be used to assess knowledge, ability, judgment, aptitude, alertness, and other skills required for the position.

(2) Oral interviews will be used to evaluate training, experience, and judgment as well as knowledge, skills, abilities, and other skills required for the position.

(3) Performance and physical agility tests will be used to measure agility, strength, coordination, general physical fitness and other skills required for the position.

**10. ADMINISTRATION OF EXAMINATIONS.** The Human Resources Department is responsible for the development, validation, and administration of all tests developed by the City for employment purposes.

A. Careful and reasonable measures will be taken to insure fair administration of all examinations.

B. Time limits will be explained to all applicants and candidates prior to the examination.

C. Applicants or candidates will not obtain assistance from any other person or any unauthorized reference source during an examination unless such assistance is required as a reasonable accommodation in accordance with the Americans with Disabilities Act.

D. Applicant or candidates who interfere or attempt to interfere with the fair, equitable and orderly conduct of any part of the examination process will be disqualified and removed from the process. The examination administrator will determine if an applicant or candidate has interfered or attempted to interfere with the fair, equitable and orderly conduct of any part of the examination process.

E. Prior to testing, the Human Resources Department will establish the scoring method, which will be a percentage score, a pass/fail score, or other scoring method.

F. Official test scores will be maintained by the Human Resources Department.

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