# Chapter 3 - Examination and Appointment

## Section 3.000

1. The District shall from time to time establish an eligibility list of candidates for initial appointment. When it is determined by the District that such a list is necessary, the following process shall be followed:

1. The District shall invite applications for a period of time that shall be at least 7 days, but shall not be more than 30 days, regardless of the number of applicants received:

1. Job notification will be via District website, various job search engines and collective bargaining agent for all PPS custodial employees.
2. b. If the number of applicants exceeds 250, the District may, by public lottery, select an appropriate number to be examined or may examine all applicants. If the number of applicants is 250, or fewer, all applicants shall be examined.
3. The Secretary to the Board or another designee of the Board shall superintend the examination of the candidates.
4. The examination shall be practical in character and relate only to those matters which test the relative fitness of the persons examined to discharge the duties for the respective positions for which they are applicants.
5. i. The examination process shall consist of two steps:
6. () Written test: The written test shall be administered to identified applicant pool:
7. The competencies of the written test will address general knowledge of industrial safety practices
8. General knowledge and ability to clean and disinfect
9. Ability to read and comprehend appropriate written materials
10. Ability to follow instructions

2. Interview:

1. : Oral interview shall be conducted by a panel of two (2) interviewers. The interview panel shall consist of one (1) panelist from Facilities Operations and one head custodian as selected by the labor union. A Human Resources representative shall review all interview materials submitted by the interview panel for adherence to District hiring processes.

b. Applicant ranking: The written test and oral interview will be equally considered in ranking the candidates.

2. The District will call from the eligibility list in rank order when a vacancy becomes available. The candidate must clear a security background check, fingerprinting clearance, reference checks, and the physical skills test pursuant to ORS 242.540 before becoming eligible for hire.

3. Candidates who are veterans and eligible for the employment advantages of state statute upon submitting satisfactory evidence shall be awarded the benefits including five (5) additional percentage points for honorable discharge or separation from the Armed Forces of the United States with a minimum of six (6) months active duty and five (5) additional percentage points for an American prisoner of war or a veteran of military service with 30% or more service-connected disability, all as prescribed in ORS 408.210 through 408.235.

4. The District shall screen candidates to determine their fitness as described in ORS 242.550. Any candidate rejected by the District under ORS 242.550 may appeal to the Board under these rules, and the Board’s decision shall be final. A candidate rejected pursuant to this rule shall not be again eligible for consideration under this Section 3.000 unless 12 months has elapsed from the date of the Board rejection and the candidate proves to the satisfaction of the Board that the reason for the rejection has been fully remediated.

5. Examination results and materials shall be available for review by applicants who have taken the examination, under any reasonable conditions and limitations deemed necessary by the District to preserve the confidentiality and integrity of the examination.

6. Applicants may appeal their results within ten (10 ) days following receipt of written notification of the results, and written notice of this right to review shall be given to each applicant at the time the results are sent to the applicant.

7. The District shall compile and submit to the Board in rank order an eligibility list for initial appointment. Whenever there is a vacancy, the three (3) eligible candidates highest on this list shall be considered for appointment by the District. If an eligible candidate is considered three (3) times and not appointed, the candidate’s name shall be dropped from the list. An eligible list established by examination shall remain in effect for a period of one (1) year from the date the list is accepted by the Board, unless such list is sooner exhausted by appointment or specifically extended by the Board.

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