

### §7063. Examinations

Any examinations for positions in the classified service shall relate to those matters which will fairly test the capacity and fitness of the persons examined to discharge the duties of the office or employment for which they apply. For the purpose of sections 7062 and 7063, "competitive test" means any written examination, evaluation of training and experience, service rating, oral board or other device used to measure an applicant's knowledge, skills and abilities or to provide a relative ranking for certification purposes. [PL 1985, c. 785, Pt. B, §38 (NEW).]

The officer shall determine the character, type and content of examination for admission to the classified service; the time and place for holding examinations; the form of application blanks for admission to the examination to be filed by applicants; the minimum requirements for admission to the examination; and the value of each phase of the tests used in determining the average rating of the applicant. The officer may adjust initial test results only to eliminate questions that are proven not relevant to the purposes of the test or that have a bias that is prohibited by state or federal law. Once a minimum final earned rating is established for a particular test, it may not be changed. [RR 2023, c. 1, §31 (COR); RR 2023, c. 1, §50 (AFF).]

Public notice of every examination or test must be given in the manner prescribed by rules drawn up by the officer. [RR 2023, c. 1, §32 (COR); RR 2023, c. 1, §50 (AFF).]

**1. Examination content.** In developing examinations for classifications, the examinations shall be constructed to test the most current knowledge, skills and use of equipment required in each classification.

[PL 1985, c. 785, Pt. B, §38 (NEW).]

**2. Administration of tests.** The officer may establish policies and procedures to allow departments and agencies of State Government to administer the tests and to interview persons taking the tests.

[RR 2023, c. 1, §33 (COR); RR 2023, c. 1, §50 (AFF).]

**3. Applicant and examination results.** Any applicant, upon the applicant's request, shall be provided with the applicant's strengths, weaknesses and areas in need of improvement as determined from a test score or interview.

[PL 1985, c. 785, Pt. B, §38 (NEW).]

**4. Objectives of testing.** In addition to determining the merit of applicants for positions in the classified service on a fair and just basis, it shall also be an objective to administer tests as often as possible to establish registers of eligible persons with sufficient numbers of names of persons who are currently interested in employment in each classification and thereby reduce to a minimum the length of time to fill positions.

[PL 1985, c. 785, Pt. B, §38 (NEW).]

**5. Educational requirements; experience.** No application for a position in State Government may be rejected solely because the applicant lacks educational qualifications. Acceptable equivalent combinations of appropriate experience, including verifiable uncompensated experience, or education may be substituted for formal educational qualifications, except where the educational qualifications are reflected in necessary registrations, such as to practice law, medicine or engineering or where the educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to state programs.

[PL 1985, c. 785, Pt. B, §38 (NEW).]

#### SECTION HISTORY

PL 1985, c. 785, §B38 (NEW). PL 2007, c. 466, Pt. A, §16 (AMD). RR 2023, c. 1, §§31-33 (COR). RR 2023, c. 1, §50 (AFF).

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