

EXAMINATION PROCESS INFORMATION**Bonus Points**

Section 5.7

An applicant for an entry level position must achieve a minimum passing score of 70% or higher to be awarded bonus points. A maximum of ten (10) bonus points will be added to the score for the following qualifiers:

- a) One (1) point for each 1,000 hours of completed service with the City of Green, or
- b) Two (2) points for each 1,000 hours of completed service in that position with the City of Green for which the applicant is applying, and
- c) Three (3) points, if the applicant has been a resident of the City of Green for two (2) continuous years immediately prior to the date of the examination.
- d) Two (2) points, if the applicant has been honorably discharged from military service. Proof of honorable discharge shall be supported by Form DD-214.

Notification of Score

Section 5.8

All applicants will be informed of their score by first class US mail. Such notification will be sent to the address specified by the applicant.

Examination Appeal Period

Section 5.9

Any applicant, upon making an appointment with the Commission, will have the right to review examination questions and answers within seven (7) calendar days following the exam.

The Commission will schedule an appropriate time and place for the test review. A Review will be by visual examination only. Copies of the examination, answers or questions will not be provided or allowed.

Final Score Appeal Period

Section 5.10

After final scores and ranks have been mailed and upon written notice to the Commission, any applicant will have the right to review their examination answers for scoring accuracy. Such written notice must be made within seven (7) calendar days from the date on the letter of notification.

The Commission will schedule an appropriate time and place for this review. Such review will be made by visual examination only. Copies of the examination, answers or questions will not be provided or allowed.

Objections to Exam and/or Score

Section 5.11

At the time of review, an applicant may make an objection to the exam answers or the score. Objections must be made in writing. After receipt of the objection and within fourteen (14) calendar days, the Commission will render its decision. The findings and action of the Commission will be final.

Eligibility List

Section 6.1

The Commission will maintain an eligibility list of applicants who received a passing score on the examination. All names will appear on the list in descending order and those candidates are eligible for appointment to the classified service.

The eligibility list will contain the following information:

- a) Candidates' name and address
- b) Rank
- c) Examination score(s)
- d) Final score including bonus points

The eligibility list will be valid for one year from the date it is established. The Commission may, at its discretion, extend the list for up to a maximum of one (1) additional year.

Certification Process

Section 7

Upon notice to the Civil Service Commission by the Mayor or designated representative that a vacancy exists, the Commission will certify the names of the persons with the top ten (10) scores on the examination. The Mayor or designated representative will appoint one of these candidates to fill the vacancy within 60 calendar days unless an extension is requested and granted by the Commission. If the Mayor is attempting to fill more than one vacancy, additional names will be provided upon request in accordance with established Commission procedure.