

Examination – Oral Examining Board

The members of oral examining boards shall be chosen primarily for their ability to judge the technical and personal qualifications of people in their general field of work impartially and objectively. At least one member, by past experience and training, shall be generally familiar with the nature of work in the class. Best efforts shall be made to have a diverse board panel, including persons of color, women, and members of the broader community. If a panel with the requisite diversity cannot be promptly assembled, then “best efforts” shall include, at a minimum, seeking the assistance of the Civil Service Commission members and the Committee on Diversity and Equity. No examining board may have less than two members. Any employee of the City may serve on open competitive (entry level) and promotional oral examinations. In the case of promotional exams no more than 50% of evaluators for the entire promotional exam process may be from the department conducting the exam. A member of an oral examination board shall disclose each instance in which they know the applicant personally. The evaluator may be disqualified on this basis.