



SECTION 1. Nature and Types of Examination: The examination techniques used in the selection process shall be impartial, of a practical nature, and shall relate to those subjects which fairly, without discrimination or favoritism, measure to execute the duties and responsibilities of the classification to which they seek to be appointed. When utilized, examinations shall fairly test the qualifications of the candidates. The examinations may be utilized at any step in the employment process (i.e., before, during, or after formal interviews are conducted).

SECTION 2. Promotional Examinations: Promotional examinations may be conducted whenever necessary in the opinion of the Town Manager. Only employees who meet the requirements set forth in the promotional examination announcements may compete in promotional examinations.

SECTION 3. Notification of Examination Results: Each candidate in an examination should be given notice of the results whenever practical. In any event, only the applicant's own score or result shall be given the individual candidate.

SECTION 4. Veterans' Preference: Per Arizona Revised Statutes, Title 38, Chapter 3, Article 7, the Town of Oro Valley will award qualified, external veteran applicants a veterans' preference in examinations for appointments to vacant positions. The veterans' preference will provide the qualified, external veteran applicant an initial interview by the hiring authority for the position for which they applied.

A qualified veteran must meet the minimum qualifications for the position and must certify they are a veteran as evidenced by a DD form 214, valid military identification, or other bona fide evidence of service in the armed forces of the United States. Such evidence of service must be submitted to Human Resources by the applicant claiming the veterans' preference prior to the closing date of the vacancy announcement or, in the case of positions posted as open until filled, the date of the interview. Evidence of service may be transmitted to Human Resources as an attachment to the application, e-mail, or fax.

For the purpose of claiming the veterans' preference, a veteran is a person who served in the armed forces of the United States as defined by title 37, chapter 1, section 101 of the United States Code and has separated from service following more than six months of active duty with a discharge characterized as honorable or general discharge under honorable conditions.

The town manager will develop an administrative directive governing the process for claiming and awarding the veterans' preference to include providing for notice to all applicants via the application process and other means of public posting as deemed appropriate by the town manager. Candidates who are denied the veterans' preference may appeal the decision to the town manager. The town manager's decision on the applicant's appeal is final.