



**Date:** May 27, 2020  
**To:** Civil Service Commission  
**From:** Caprice McDonald, Special Projects Officer  
**Subject:** **COVID-19 RELATED: REQUEST FOR CHANGE OF EXAM PLAN – PLUMBER**

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Staff is recommending the Civil Service Commission authorize a change in examination plan for Plumber in accordance with Article III, Section 13(3) of the Civil Service Rules and Regulations. The Civil Service Commission approved the job opportunity bulletin for Plumber as an open-competitive, continuous opportunity on February 19, 2020. Application filing period began February 21, 2021 and is scheduled to close on May 29, 2020. This classification is used in multiple departments, with current vacancies in Parks/Recreation/Marine and Public Works.

Facts for Consideration

As of this date, of the 55 applications received, 37 have met the minimum requirements to file for Plumber and are awaiting to participate further in the examination process. The original selection process consisted of a qualifying occupational written exam. However, due to the COVID-19 health crisis, while complying with the State of California's stay-at-home orders, the scheduling of the written exam has been delayed.

During the COVID-19 health crisis, alternative testing platforms that would allow candidates to test, while complying with the State of California's stay-at-home orders, have been explored. Unfortunately, the most feasible testing option is not readily available and would further delay the exam process.

Due to the unplanned challenges to test candidates during the COVID-19 health crisis, staff recommends that the examination plan change from an open-competitive examination process consisting of a qualifying written exam to a non-competitive examination, comprised of a qualifying application and supplemental application, and a Training and Experience evaluation.

Upon Commission's approval of this request, all candidates, who have met the minimum qualifications, will be invited to take part in the Training and Experience (T&E) evaluation. This changed process will require the candidates to complete a comprehensive supplemental questionnaire to derive more specific information about their qualifications as it relates to the Plumber classification. The information collected will support an assessment, conducted by Civil Service staff, of candidates' skills and knowledges. Candidates that qualify from the T&E will be placed on the resulting continuous eligible list, which will remain in effect for six months and subjected to subsequent extensions.

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During the selection process, the hiring departments will further assess candidate's skills, knowledge, and abilities to determine if they are suitable for the position.

The user departments are apprised of the proposed change in the examination plan and concurs with staff's recommendation. Representatives from the Parks/Recreation/Marine and Public Works departments will be present during the meeting should there be any inquiries from the Civil Service Commission.

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