

# Chapter 3 – Assessment and Appointment

## Section 3.0000

1. The District shall from time to time establish an eligibility list of candidates for initial appointment. When it is determined by the District that such a list is necessary, the following process shall be followed

1. The District shall invite applications for a period of time that shall be at least seven (7) days but shall not be more than thirty (30) days, regardless of the number of applications received
  - a. Job notification will be via the District website, various job search engines and the collective bargaining agent for all PPS custodial employees.
  - b. If the number of applicants exceeds two hundred and fifty (250), the District may, by public lottery, select an appropriate number to be examined or may examine all applications. If the number of applicants is two hundred and fifty (250), or fewer, all applicants shall be examined
  - c. The Secretary to the Board or another designee of the Board shall superintend the assessment of the candidates
  - d. The assessment shall be practical in character and relate only to those matters which measure the relative fitness of the persons interviewed to discharge the duties for the respective positions for which they are applicants.
    - i. The assessment process shall consist of two steps:
      1. Interview:
        - a. Interview: The interview shall be conducted by a panel of three (3) interviewers. The interview panel shall consist of two (2) panelists from Facilities Operations and one (1) Head Custodian, as selected by the collective bargaining agent for all PPS custodial employees. A Human Resources representative shall review all interview materials submitted by the interview panel for adherence to District hiring processes..
        - b. Applicant ranking: The interview will be the sole consideration in ranking the candidates, with the addition of any veteran's preference points (please see paragraph 3 for details).
      2. Physical assessment: The physical assessment will be conducted by a third party organization and is a pass/fail.

2. The District will call from the eligibility list in rank order when a vacancy becomes available. The candidate must clear a security background check, fingerprinting clearance,

reference checks and the physical skills assessment pursuant to ORS 242.540 before becoming eligible for hire.

3. Candidates who are veterans and are eligible for the employment advantages of state statute upon submitting satisfactory evidence shall be awarded the benefits including five (5) additional percentage points for honorable discharge or separation from the Armed Forces of the United States with a minimum of six (6) months active duty and five (5) additional percentage points for an American prisoner of war or a veteran of military service with 30% or more service-connected disability, all as prescribed in ORS 408.210 through 408.235

4. The District shall screen candidates to determine their fitness as described in ORS 242.550. Any candidate rejected by the District under ORS 242.550 may appeal to the Board under these rules, and the Board's decision shall be final. A candidate rejected pursuant to this rule shall not be again eligible for consideration under this Section 3.000 unless twelve (12) months has elapsed from the date of the Board rejection and the candidate proves to the satisfaction of the Board that the reason for the rejection has been fully remediated.

5. Assessment results and materials shall be available for review by applicants who have participated in the process, under any reasonable conditions and limitations deemed necessary by the District to preserve the confidentiality and integrity of the assessment.

6. Applicants may appeal their results within ten (10) calendar days following the receipt of written notification of the results, and written notice of this right to review shall be given to each applicant at the time the results are sent to the applicant.

7. The District shall compile and submit to the Board, in rank order, an eligibility list for initial appointment. Whenever there is a vacancy, the three (3) eligible candidates highest on the list shall be considered for appointment by the District. If an eligible candidate is considered three (3) times and not appointed, the candidate's name shall be dropped from the list. An eligible list established by assessment shall remain in effect for a period of one (1) year from the date the list is accepted by the Board, unless such list is sooner exhausted by appointment or specifically extended by the Board.

Revised: November 2024