

Glossary of Terms

Active (Status of Examinations) are exams that are currently being administered.

Class Code the numerical code assigned to a classification.

Class Title the name of a position or a group of positions sufficiently similar in duties and responsibilities.

Continuous is an examination which is accepting applications for an indefinite period of time and which is held on a periodic basis.

Directive/Special Project includes Mayoral Directives, special projects, public safety, or revenue generating classifications within the City of Los Angeles.

E-mail the e-mail address of the Exam Analyst or Exam Manager.

Emergency Appointment means one who is appointed in accordance with Charter Section 1013 (a) & (b) and who must be terminated when a regular appointment can be made or within one year of their appointment.

Exam Analyst/Manager the assigned individual who is the point of contact for exam related questions or information.

Exam Weight the percentage of points assigned to an exam component.

In Process are exams that have not started to accept applications.

Interview means a personal meeting with candidates to evaluate their training, experience, and personal qualifications.

Master Calendar includes both the "In Process" and "Unassigned Exams".

Number of User Departments is an estimated amount of departments that utilize the classification.

Open Exam means an examination open to any person who meets the requirements as specified in the Civil Service Rules and the examination announcement.

Open Date is the date which applications will begin to be accepted for an examination.

Performance Test means a test consisting of a standard task or series of tasks used to measure the relative skill or abilities of candidates.

Physical Abilities Test means a test used to measure the capacity of a candidate to do the physical tasks of the class involving strength, stamina, and/or coordination.

Promotional Exam means an examination open to any employee in the classified service in a lower rank who meets the requirements specified in the Civil Service Rules and the examination announcement and who: (1) has received a regular appointment or an appointment under Section 5.30 of these Rules to a temporary position or temporary training position and has not had a subsequent break in service as defined in Section 1.34 of these Rules or has been reactivated as a member of the Fire or Police Department in accordance with Section 1306 or 1410 of the City Charter. Limited or intermittent appointments from a list or exempt or temporary (emergency) appointments do not qualify under this section. (2) is on a reserve list or on leave of absence. (3) has received an appointment under Section 5.30 of these Rules to a temporary position and has been separated from the City service for lack of work within the past five years.

Qualifying Test means a test in which a minimum standard of performance is required as a condition of eligibility to compete in the examination or as a condition to appointment.

The passing score for a qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. Therefore, the passing score for the qualifying multiple-choice written may be set either above or below 70%.

Requesting Department is the department that submitted a request for an examination.

Status Comments provides a brief description of the current state of the examination.

Tentative Date is the expected date which applications will begin to be accepted for an examination.

Test Date is the scheduled date of the written examination.

Test Type means one of the parts of an examination, such as a written test, performance test, or evaluation of general qualifications.

Training and Experience Evaluation means any method used to evaluate candidates in which information provided by the candidates on application forms, questionnaires, resumes, and/or other documents is rated in accordance with a specific plan.

This exam may be administered on-line at the time a candidate applies for an examination or in a proctored test environment at a later date.

Unassigned are exams that do not have an open date.

Written Test means a test composed of multiple-choice or essay questions or problems.