

POLICY OF THE CIVIL SERVICE COMMISSION

SUBJECT: SPECIAL ADMINISTRATION OF EXAMINATIONS

The Civil Service Manager or his/her designee may authorize out of state or other special examination administrations in accordance with the following:

1. Such a request must be made prior to the scheduled date of the examination. Requests received subsequent to the administration of any examination part must provide compelling evidence that prior notice could not have been given. Failure of the U.S. Postal Service to deliver notice of an examination in a timely and efficient manner in and of itself shall not constitute just cause.
2. The avoidance of unnecessary expense to an applicant shall be sufficient cause for an out of area examination.
3. Special consideration granted an applicant shall not constitute an advantage unfair to other applicants.
4. When expert raters or special procedures are used in an examination part, the difficulty of providing a substantially equivalent examination shall be considered.
5. The length of time delay that a special administration may impose upon the total examination process shall be considered.
6. Special administrations shall be granted to employees away from the City on official City business and to all persons who are unavailable for examination due to:
 - a. The death of an immediate family member (as defined by the Torrance Municipal Code.)
 - b. Subpoena from a Court or officially recognized hearing body.
 - c. Serving on jury duty.
 - d. Religious reasons.
 - e. Military service other than routine military duties.
7. An applicant must provide evidence satisfactory to the Civil Service Manager to substantiate any request for a special administration.
8. Appeals of the decision of the Civil Service Manager may be made to the Civil Service Commission.