

- (3) Application.
- (a) All applications must be made on the form prescribed or provided by the City unless only a resume is requested by the City. All applications and resumes must be received within the time period prescribed or they may be excluded from consideration. Every eligible employee may apply for a vacant position by completing a promotional application available from Human Resources. The City Manager shall make a determination of which, if any, of the applicants are qualified for the posted position.
  - (b) The City Manager shall determine and state in the announcement of each vacancy whether there are specific qualifications and/or restrictions for the position.
  - (c) Every applicant for a vacant position may be required to pay upon filing his/her application, a non-refundable fee to be determined by the City Manager.
- (4) Examination. All appointments shall be made according to merit and fitness to be ascertained by examining such things as: the experience, education, possession of required licenses/certifications, knowledge, skills, abilities, demonstrated performance and behaviors of the applicants. Examination tools may include structured oral interviews, written tests, assessment centers, performance exams, and/or evaluation of resumes. The examination tool used for a particular vacancy shall be approved by the City Manager and shall be designed to examine job relevant criteria. When conducting examinations for positions from which promotions may occur to higher positions, consideration may be given to the promotability of applicants. Candidates who receive conditional job offers may be required to undergo physical competence and medical examinations and drug screening whenever it is deemed necessary and desirable by the City Manager.
- (a) Examinations shall be conducted under the supervision of the City Manager. When necessary, special examiners, who are not employees of the City of Hudson, may be designated to assist in the conduct of the same.
  - (b) If a written examination is utilized, scoring shall be rated on a scale of 100% for the maximum possible attainment. A minimum grade of 70% shall be required for a passing grade on a written examination.

- (c) The City Manager may, prior to the announcement of an examination, establish point adjustments to the grade for preferred qualifications.
- (d) ~~If a written examination is utilized, applicants shall have the right to request a review of the examination questions and answers within seven (7) calendar days following receipt of the examination results.~~

(5) Eligibility Lists.

- (a) If a written examination is utilized, the City Manager shall maintain a list of applicants who receive a minimum grade of 70% on the examination. For vacancies for exempt positions where an alternate method of examination is generally utilized, such as a structured oral interview, a recommendation for appointment shall be made by the department manager to the City Manager based on the outcome and results of the alternate method of examination. In these cases, an eligibility list is not established.
- (b) If an eligibility list is established, it shall contain the following information:
  - Candidate's name
  - Ranking on the list
  - Original examination score
  - Adjusted examination scores (if applicable)
- (c) When two (2) or more candidates have the same grade on an eligibility list, the candidates shall be given the same rank on the eligibility list.
- (d) Candidates who receive a conditional offer of employment may be required to undergo a medical examination by a physician at the expense of the City. The City Manager may engage a physician to assist in the evaluation of the results of such examinations, and in establishing the criteria for medical disqualifications for the list. A medical examination may include a psychological test.
- (e) Candidates for appointment may undergo a background check at the direction and discretion of the City Manager. For positions that are directly responsible for handling City funds, the City shall in all cases obtain and consider prospective employees' consumer reports concerning credit information. Other job related tests may be administered to candidates for the purpose of determining eligibility.