

Office of the Physical Plant
Guidelines for Technical Service Job Bid Testing

PURPOSE

Testing is conducted in two stages. The first test is a written job-knowledge test. This test measures a person's level of knowledge and understanding of the trade.

The second test is a hands-on job-sample or work-sample test. This test requires the bidder to demonstrate his/her ability to perform typical functions of the job.

PROCEDURE

A. Criteria for jobs which need tests

Any tech service position that has a total degree factor of 9 or above in Education, Experience and I&I will have a written evaluation and hands-on evaluation as part of the selection process. Lead jobs will be tested in the trade(s) that they lead.

Jobs that have education, experience and I&I below 9 may have a test developed, at the discretion of management.

B. Test Development

If the job title has employees reporting to various supervisors (E.g. H&V Tech - Area Services and Central), the evaluation will be developed by at least two supervisors who have supervision for that job title. A Central supervisor must be involved in test development for jobs in the trades they supervise. If the job title exists in Renovations Services, a Reno supervisor must be involved in the test development.

Written: There should be three separate versions of a test developed for a single job title. True/false, short answer, matching, multiple choice and essay questions may be used. Each question or section of questions will have points assigned. A satisfactory score for all written tests will be 75%. A satisfactory score of 90% is required of job bidders for Lead jobs.

Hands-on: There should be at least five hands-on exercises developed for any job. Hands-on tests will have a pass/fail evaluation. The bidder must pass 2 of the 3 hands-on exercises to get an overall passing score in this section of the test.

C. Test Review

The provisions of the contract regarding consulting with the union on the content of the written evaluation will be followed. (Additional Agreement No. 19 - Written Tests)

- a. Supervisor(s) selects 2-3 bargaining unit employees who have expertise in the job to review the test. If there is a lead job for the trade, one of the reviewers will be the lead person.
- b. Supervisor gives names to OPP-HR.
- c. OPP-HR will submit names to Employee Relations, who requests feedback from the Union.
- d. Employee Relations will give go ahead.
- e. Supervisor(s) will review test and scoring with selected employees and ask the reviewers for feedback. **Reviewers will be reminded that the test review must be held in strictest confidence.** The reviewers will be asked to sign and date the test once they have completed the review. Once the test is reviewed and approved, the test with scoring information and answer key will be provided to OPP-HR. Individual supervisors should not hold copies of tests unless special arrangements are made with OPP-HR.

D. Test Administration

Written: OPP-HR will randomly select one of the three versions of the written test to administer. A quiet room will be provided to administer the test. Once the test is administered, OPP-HR will grade or ask the supervisor to grade the test using the established test key.

Hands-On: Supervisor(s) will randomly select three of the five hands-on exercises to give to an employee. The candidate performing the test will be observed by the hiring supervisor and another supervisor familiar with the trade. They will agree whether the exercise was done satisfactorily or unsatisfactorily.

E. Test Upgrade

Each developed test will be reviewed once every three years, as technology changes, or upon a supervisor's request and updated as necessary. Updated tests must be reviewed by the appropriate supervisor(s) and technical service employees as described in the "Test Development" and "Test Review" sections of this document.

If such a test upgrade occurs during the vacancy filling process, any internal bidders who were previously tested must be retested in seniority order utilizing the updated test.

F. Other

1. Once a test is developed and administered for a job, there will continue to be a test administered for that job.
2. Tests will be administered only to job bidders who meet the minimum qualifications for the job and have had a satisfactory interview.
3. A bidder who held the same job within the past two years or previously passed the written test in the past two years, does not need to be tested.
4. Bidders must have satisfactory evaluations in both the written and hands-on portions of the test to be offered the job.
5. An employee may not be administered a test for any given job title more than twice in a twelve month period (rolling). There must be at least three months between the first and second test administration.
6. Each test will have the attached cover sheet held in the OPP-HR file.
7. This guideline will be effective for all jobs that require tests, which are posted on or after July 1, 1998.

COVER SHEET
TECHNICAL SERVICE TESTS

Test for _____
(job title and grade)

Test developed _____; by _____
(date) (supervisor's name)

(supervisor's name)

(supervisor's name)

Test reviewed _____; by _____
(date) (technical service employee--lead person if available)

(technical service employee)

(technical service employee, 3rd optional)

Time period for test _____.
(maximum allowable)

Passing score: 75% for trade; 90% for lead.