



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT CIVIL SERVICE EXAMINATIONS	POLICY NO. 600.01	EFFECTIVE DATE 04/01/2002	PAGE 1 of 3
APPROVED BY: Original signed by: M.J. Southard Director	SUPERSEDES 600.1 10/01/1989	ORIGINAL ISSUE DATE 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To inform Department of Mental Health (DMH) employees of policy governing the taking of Civil Service Examinations.

POLICY

- 2.1 Employees shall be allowed the necessary time off with pay to participate in Civil Service examinations for County or Departmental positions. Prior permission must be granted by the immediate supervisor.
- 2.2 A Civil Service examination, within the meaning of Los Angeles County Code, Section 6.20.080 (B), shall include the following activities:
 - 2.2.1 Filing a job application when a personal appearance for this purpose is required in an official bulletin.
 - 2.2.2 Participation in a written, oral or performance test at a time and place specified by the Director of Personnel or the appointing power.
 - 2.2.3 Inspection of examination scoring keys, scored answer sheets and/or rating standards in accordance with Civil Service Rules.
 - 2.2.4 Job placement interviews for any promotional appointment from an eligible list.
 - 2.2.5 Appealing the conduct or results of an examination. Time necessary to be absent from work shall include only that time during which the appellant is required to be present at a Civil Service Commission hearing.
 - 2.2.5.1 It should be noted that the Civil Service Commission does not require the presence of the appellant when it is considering an



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appeal on the Commission agenda; consequently, the employee must use his/her own time for personal appearances.

- 2.2.6 Reasonable travel time to participate in any of the above activities. (NOTE: Mileage permittees are not allowed reimbursement for mileage for such trips and County cars may not be used for such travel.)
- 2.3 Employees may not receive paid County time for the following activities:
 - 2.3.1 Job interviews for the purposes of obtaining a transfer or administrative reassignment or taking a voluntary reduction.
 - 2.3.2 Filing a job application in person when a personal appearance is not required in the official job bulletin. If an employee desires to personally deliver the application, such absence, if authorized, must be treated as any other absence for personal reasons.
 - 2.3.3 Inspection of bulletins, employment counseling or other activities related to the securing of information pertaining to job openings.
 - 2.3.4 Filing or taking examinations for positions with other public entities, such as the State of California, United States Government or other public agencies.
 - 2.3.5 Appearance at Civil Service Commission meetings in which the request for hearing is being considered and the appellant’s presence may not be required or is not mandatory.
- 2.4 Supervisors or managers who have questions regarding the appropriateness of allowing County time or any specific question regarding this area should contact the Human Resources Bureau, Test Administration Unit, if it relates to examinations, or the Technical Service Unit if it relates to Civil Service Commission appeals.

AUTHORITY



**LAC
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LOS ANGELES COUNTY
DEPARTMENT OF
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Los Angeles County Code, Section 6.20.080 (B)

REVIEW DATE:

This policy shall be reviewed on or before April 1, 2007