

**9575.0450 CHARACTER OF EXAMINATIONS.**

Subpart 1. **In general.** Examinations for entrance into the public welfare and public safety merit systems shall be conducted on a competitive basis. Examinations shall be practical in nature, shall be constructed to reveal the capacity of the applicant for the particular position for which the applicant is competing, as well as the applicant's general background and related knowledge, and shall be rated objectively.

The supervisor shall determine the content of all examination processes which shall include: performance tests, written examinations, ratings of experience and training, promotional ratings, or oral examinations.

Subp. 2. **Weight assigned to parts.** The supervisor shall assign definite weights to each part of the examination prior to its public announcement.

Subp. 3. **Positions for disadvantaged groups.** Recruitment and selection for those positions identified in the minimum qualifications of the class specification as directed toward clients and other disadvantaged groups will be limited to persons of low income or low educational achievement, including the physically and mentally disabled. It will be the specific responsibility of the individual appointing authorities to effectively make known opportunities for these jobs to such persons. Persons who do not meet these limitations will be disqualified from competition for these positions and notified of the reasons therefor. Examinations for these positions will include at least one of the following: performance test, oral examination, written test, or oral directions test combining aspects of performance and minimum literacy. The supervisor shall assign a definite weight to each part of the examination prior to its public announcement. Eligible lists will be established on an area or county basis only. Certification of eligibles on an area basis smaller than the county unit may be approved by the supervisor. Because these positions cover a broad range of duties requiring many different abilities, knowledges, and basic skills, notwithstanding other provisions of this chapter, the supervisor also may approve selective certification of eligibles who possess a particular ability, knowledge, or skill.

**Statutory Authority:** *MS s 256.012*

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