

THE STATE COMMISSIONER OF PERSONNEL HAD BEEN GIVEN.

111-3. EXAMINATIONS.

A. PREPARATION AND FORM; POSITIONS EXEMPTED FROM COMPETITIVE EXAMINATION. PROMPTLY UPON THE FILING OF THE LIST OF POSITIONS AND SALARIES UNDER THE MERIT SYSTEM WITH THE STATE COMMISSIONER OF PERSONNEL, THE DISTRICT SHALL PREPARE AND HOLD EXAMINATIONS TO ESTABLISH A LIST OF PERSONS ELIGIBLE FOR APPOINTMENT TO VACANCIES IN THE VARIOUS POSITIONS. EXAMINATIONS MAY BE HELD BY THE DISTRICT WHENEVER IT DEEMS IT NECESSARY TO ESTABLISH AN ADDITIONAL LIST OF ELIGIBLE PERSONS FOR ANY POSITION IN THE CLASSIFIED LIST. THE EXAMINATIONS MAY BE ORAL OR WRITTEN OR IN THE FORM OF A DEMONSTRATION OF SKILL OR ANY COMBINATION OF THESE AND SHALL BE OF A CHARACTER TEST TO FAIRLY DETERMINE THE RELATIVE ABILITY OF THE CANDIDATE ACTUALLY TO PERFORM THE DUTY OF THE CLASSIFICATION TO WHICH HE SEEKS TO BE APPOINTED. ALL EXAMINATIONS SHALL BE SUBMITTED TO THE STATE COMMISSIONER OF PERSONNEL FOR HIS APPROVAL BEFORE BEING GIVEN. EXAMINATIONS SHALL BE COMPETITIVE, FREE AND OPEN TO ALL PERSONS WHO MAY BE LAWFULLY APPOINTED TO ANY POSITION WITHIN THE CLASS FOR WHICH THE EXAMINATION IS HELD; PROVIDED, HOWEVER, THAT THE DISTRICT FROM TIME TO TIME MAY PROVIDE FOR GENERAL RULES EXEMPTING FROM COMPETITIVE EXAMINATION POSITIONS TO BE FILLED BY SEMISKILLED OR UNSKILLED MANUAL LABORERS AND MAY, AS IT SEES FIT, PROVIDE, IN LIEU OF SAID COMPETITIVE EXAMINATION, SUCH SYSTEM OF REGISTRATION FOR SAID LABORERS OR OTHERWISE AS, IN ITS JUDGMENT, WILL BEST PROVIDE FOR SUCH POSITIONS.

B. PUBLIC NOTICE REQUIREMENTS; CONTENTS OF NOTICE. NOTICE OF THE TIME, PLACE AND GENERAL SCOPE OF EVERY EXAMINATION AND OF THE DUTIES, PAY AND EXPERIENCE ADVANTAGEOUS OR REQUISITE FOR ALL POSITIONS IN THE CLASS FOR WHICH THE EXAMINATION IS TO BE HELD SHALL BE GIVEN BY THE DISTRICT BY PUBLICATION AT LEAST ONCE A WEEK FOR AT LEAST TWO (2) SUCCESSIVE WEEKS PRECEDING THE EXAMINATION IN A NEWSPAPER OR NEWSPAPERS OF GENERAL CIRCULATION IN CHARLES COUNTY.

111-4. ELIGIBILITY LISTS; APPLICANT APPEALS; APPOINTMENTS.

A. PREPARATION OF LISTS; DURATION OF ELIGIBILITY; EXTENSION. THE DISTRICT SHALL PREPARE A LIST OF ELIGIBLES CONSISTING OF THE NAMES OF PERSONS WHOSE GENERAL AVERAGE AND MARKS ON ANY PART OF AN EXAMINATION EXCEED THE MINIMUM AS SET BY THE RULES OF THE DISTRICT AND SHALL SEND A COPY OF THE LIST TO THE STATE COMMISSIONER OF PERSONNEL. ELIGIBLE LISTS SHALL CONTINUE IN FORCE FOR ONE (1) YEAR FROM THE DATE OF PREPARING THE LIST AND MAY BE EXTENDED BY THE DISTRICT BY