

**District 2 Public Health  
Policy # 176  
Environmental Health Test Policy  
Revised March 20, 2017**

The District 2 Environmental Health Test is a proprietary test that is multiple choice and is administered exclusively through District 2.

Preferred Qualification:

The District 2 environmental health test may be utilized as a preferred qualification for any of the positions listed in the Positions Affected section below.

In order to use the test in this manner, the preferred qualifications submitted with the hiring position action request (PAR) must state:

- District 2 Environmental Health Test score of x% or higher

or similar language specifically identifying the appropriate test and giving the minimum score desired.

Human Resources will add a statement to the position announcement for positions for which the test is listed as a preferred qualification. This statement will indicate that the applicant must have a passing test score on file with Human Resources by the close of business on the day of the application deadline for the position for which they are applying in order to be considered for this preferred qualification.

The recommended minimum preferred score on the test is 80% or higher. If the hiring supervisor wishes to consider a higher preferred score for a test, it is imperative that the decision be made impartially, without even the appearance of attempting to set the cut off so as to include or exclude an applicant. Any prior scores received by potential applicants shall not be asked for or accessed prior to submitting the PAR with the test and score listed as a preferred qualification. PARs requesting a preferred test but not listing a preferred score will be set at 80% in the job announcement. The preferred score cannot be changed once the application deadline has passed.

Applicants have one hour in which to complete the test. At the end of one hour, the test will be collected or will time out, and the applicant will be assigned their current score, whether or not they have answered all of the questions. Any unanswered questions will count as zero in determining the overall score, i.e. unanswered questions count against the applicant.

Positions Affected:

Environmental Health Test: Entry level Environmental Health / EHS I positions within District 2 may list the environmental health test as a preferred qualification.

Frequency:

Internal applicants who have previously passed the environmental health test for employment with District 2 do not have to retake that particular test when being promoted or applying for a new position anywhere within the district. All other internal candidates must complete and pass the test when applying for, or being promoted to a position, if they wish to be considered for the preferred qualification test criterion for that position.

Applicants taking the test will have their test scores maintained on file for one (1) year. Applicants do not have to retake the test when applying for additional positions for which the respective test is a preferred qualification within that one (1) year time frame.

An applicant may take a test as many times as they wish in order to reach a passing score, or to improve their previous score. However, there is a mandatory thirty day wait period between each taking of the test. The highest score achieved will be utilized in making hiring decisions and will be the score maintained on file.

Place of Testing:

Applicants may come to the District Office to take a test at any time during regular business hours before the close of the position applied for.

Environmental Health test applicants may also arrange to go to their nearest Environmental Health Office during regular business hours before the close of the position applied for to take the test.

If taken at a local environmental health office, the Lead Environmentalist may administer the test. If this manager is not physically at the environmental health office to administer the test when an applicant requests it, the person designated as the back-up to the Lead Environmentalist may administer the environmental health test.

The person administering the test must follow all rules and procedures, particularly those designed to maintain confidentiality of the test contents and score and protect against any potential cheating. Furthermore, the person administering the test also must ensure that Human Resources receives the test score or scantron answer sheet prior to the close of the position in question.

## Test Instructions

Applicants must adhere to the following test instructions. Failure to do so will result in any score for that test being disallowed.

- When the applicant has completed the test form, they are to return the form and the master questions (or netbook, laptop, etc., if applicable) to the receptionist or the person administering the test
- If the applicant has questions, they are to ask to speak to someone in the Human Resources Department
- The test is NOT to leave the building. The applicant is never to be given a copy of the test or allowed to copy the test to take with them
- Applicants are never to be given the link to the electronic version of the test and are never to be given or shown the login id or password for the electronic version of the test
- If for some reason the applicant must leave the building, or if the applicant is unable to complete the test, they are to give the application and test (or netbook, laptop, etc., if applicable) to the receptionist or the person administering the test.
- Applicants are NOT allowed to have a dictionary
- Applicants are allowed to use a calculator, and one is to be made available to them upon request
- Applicants are not allowed to talk while taking the test. Applicants must turn off cell phones and other electronic devices while taking the test.
- Applicants taking the paper test and marking their answers on a scantron form are to fill in bubbles 1-5 on the form to match the last five (5) digits of their social security number and write in their full name and the date. For accurate results when marking a scantron sheet, applicants should use a quality #2 pencil and make a dark mark covering the entire bubble.
- Blank scantron sheets may be obtained from the Human Resources Department.

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Date