

**Adopted Civil Service Rule Amendment
Alternate Exam for Persons Living with Disabilities
Adopted March 27, 2026**

SECTION 5 EXAMINATIONS

Rule 5.2 TYPES OF EXAMINATIONS

In establishing eligible lists for classes in the Civil Service: the following types of examinations may be used: promotional, open, or continuous, examinations or alternate examinations for persons living with disabilities may be used.

(d) Alternate Exams for Persons Living with Disabilities

- (1) All classifications within the County’s Classification Plan for which an exam is used for appointment may have an alternate exam for persons living with disabilities at the discretion of the Director of the Department of Personnel Services (“Director”).
- (2) Any person living with disabilities, as defined in Section 15.23.5, may apply for an alternate exam (AE) for persons living with disabilities. Applicants must provide proof of disability and meet the minimum qualifications for the exam.
- (3) Proof of disability for the purposes of 5.2(d)(2) includes a certification, letter, or equivalent from a qualifying entity such as the State Department of Rehabilitation, the Department of Veteran’s Affairs, licensed medical professional, or similar stating that the applicant is disabled as defined in Section 15.23.5
- (4) Applicants who have successfully demonstrated pursuant to 5.2(d)(2) and 5.2(d)(3) they meet the criteria for the respective AE shall be placed on list in a rank eligible for hire.
- (5) When requesting an eligible list from the Director, appointing authorities may exclusively request an eligible list comprised of candidates who were placed on said list pursuant to 5.2(d)(4).

SECTION 15 DEFINITIONS

15.23.5 “Disability” means a developmental disability, as defined in Section 15002(8) of Title 42 of the United States Code, a mental illness, as defined in Section 10802(4) of Title 42 of the United States Code, a disability within the meaning of the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), as defined in Section 12102(2) of Title 42 of the United States Code, or a disability within the meaning of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), as defined in subdivision (j) or (m) of Section 12926 of the Government Code.