

### Administrative Regulation

#### Classified Service, Establishment of Eligibility Lists for Appointment to

##### A. Establishment and Life of Eligibility lists

After an examination, the names of successful competitors shall be arranged on a list in the order of examination score, plus additional points where applicable. The list shall be presented for approval of the Personnel Commission.

After approval, an eligibility list shall be in effect for up to one year, unless exhausted, and may be extended for not to exceed one additional year at the discretion of the Commission. Names of successful competitors may be added to eligibility lists resulting from continuous examinations without approval by the Commission.

Open competitive eligibility lists may be established for a period of six months upon approval of the Personnel Commission, if the duration of the eligibility list is noted in the employment opportunity bulletin.

The eligibility list shall be used for full-time, part-time, regular, and limited-term assignments in the class. An eligible who accepts limited-term employment shall continue to be eligible for regular appointment.

##### B. Types of Eligibility Lists

Lists from which appointments to a class may be made shall be limited to: eligibility lists, either open, promotional, or dual certification; reemployment lists; or transfer lists.

Names shall be certified for appointment from employment lists in the following sequence:

###### 1. Reemployment List:

The name of the one eligible standing highest on the reemployment list for the appropriate class shall receive the first appointment, and eligibles shall be taken in order until the list is exhausted.

###### 2. Promotional Eligibility List:

Appointment from a list resulting from a promotional examination shall be one of the eligibles standing in the three highest ranks on the list who

is ready and willing to accept the appointment. If as a result of candidates waiving appointment, there are fewer than three eligibles, additional ranks will be certified.

3. Open Competitive Eligibility List:

When the eligibility list is the result of an open competitive examination, the appointment shall be one of the eligibles standing in the three highest ranks on the list who is ready and willing to accept the appointment. If as a result of candidates waiving appointment, there are fewer than three eligibles, additional ranks will be certified.

Reemployment lists shall contain the names of all permanent employees within a class who have been laid off or demoted because of lack of work or lack of funds or who were separated from the district after exhaustion of all paid leaves. Employees who acquire leaves of absence for military reasons and those who are ordered, pursuant to the laws of the United States, to serve in any civilian war effort or war industry, shall take precedence by having their names placed over other names on the reemployment list in any given class.

The transfer list shall consist of (1) the names of all employees who request in writing lateral transfer or voluntary demotion to a class in the same job family; and (2) the names of former employees who request reinstatement or employees who request restoration following voluntary demotion; such persons shall be eligible for reinstatement or restoration for a period of 39 months.

For classes that have been designated as technical, professional, administrative, or executive, final scores of candidates shall be rounded to the nearest whole percent. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from all the eligibles in the highest three ranks who are ready and willing to accept the appointment.

C. Termination of Eligibility Lists

An eligibility list is automatically terminated (expires) one year from the date of its approval unless it was specifically established for a shorter length, or was previously extended by the Commission. Notification of eligibles is not required when an eligibility list expires.

An eligibility list is automatically terminated when no eligibles remain on the list.

An eligibility list may be terminated by the personnel director when no eligible is available for appointment to a specific permanent position in a class or when

there are fewer than three ranks remaining on the list. The eligibles on a list terminated prior to its expiration date shall be notified.

D. Merging of Eligibility Lists

If a new examination for a class is given during the first year of the life of an existing list, the examination shall be sufficiently similar to the previous examination to ensure the comparability of the scores of eligibles. The new list shall then be merged with the existing list with eligibles ranked in the order of examination score, plus additional points where applicable. Promotional lists shall be merged only with promotional lists, except that, where “dual certification” applies, open and promotional lists shall be merged for certification.

When lists are merged under this rule, the earlier list shall be terminated one year after its establishment, and those eligibles’ names shall be removed from the merged list.

E. Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list, subject to appeals to the Commission, for any of the following reasons:

1. Written request by the eligible for removal
2. Failure to respond to a written inquiry regarding availability for employment
3. (Promotional Eligibility List) - Termination of Employment
4. Failure to appear for an interview after certification
5. Waivers of three offers of regular appointment

F. Confidentiality of Eligibility Lists

Eligibility lists shall be considered as confidential information, and release of information on eligibility lists shall be limited to:

1. The appointing authority: Only information relating to eligibles who have been certified shall be released.
2. Candidates: Only information pertaining to a candidate’s own score and current position on the list shall be released to the candidate or his representative.

3. Such other additional persons as specifically ordered by the Personnel Commission.

(Page 4 of 4)

Ref: EC Sections 45269, 45272, 45274, 45290, 45291, 45300;  
Government Codes 6250-6255

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