

## Administrative Regulation

### Classified Employees, Certification and Appointment Procedures

#### A. General Provisions

When a position is to be filled, the appointing authority shall notify the personnel director of that fact and of the date of the anticipated need. The request for certification shall state the class title, hours, location of employment, and other pertinent information.

The personnel director shall ascertain the availability of eligibles and shall certify names to the appointing authority.

The appointing authority shall make its selection and shall notify the personnel director, who shall see that the necessary employment procedures are carried out.

When a requirement of a position to be filled is that the eligibles have the ability to speak, read, or write a language in addition to English, or to possess a valid driver's license, the personnel director may authorize selective certification. Certification and appointment shall then be made from among the eligibles in the three highest ranks who meet the requirements.

#### B. Waivers of Certification

An eligible may waive certification to specific locations or shifts and part-time or full-time positions, and to limited-term or permanent positions, provided that refusal of three offers of appointment or certification within the areas of employment not waived may be a cause for removal from the eligibility list.

Certification of eligibles who have waived shall not be made, provided that eligibles may revise or withdraw their waivers in writing.

#### C. Certification from List for Another Class

If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or higher level if the duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled, provided that the Personnel Commission finds that the use of the list is in the best interest of the district and that the necessary skills and knowledge were adequately tested in the examination.

D. Withholding Names from Certification

The name of an eligible may be withheld from certification when the eligible:

1. Expresses unwillingness or inability to accept appointment
2. Fails to respond within three business days following the mailing of written inquiry regarding availability for permanent employment or request to appear for interview regarding such employment
3. Fails to appear for duty at the time agreed upon after having accepted an appointment
4. Cannot be reached through the contact information which has been filed in the Personnel Commission Office. (This provision shall apply only to eligibles on an open competitive eligibility list.)
5. Fails to present the license, registration, certificate, or any other credential required. (The name of any such eligible shall be restored by the personnel director for certification when the particular requirement has been met.)

The personnel director, subject to ratification by the Personnel Commission, may restore a name to the eligibility list if the eligible presents a good and valid reason for not appearing or failing to respond to an inquiry and is now willing and able to accept employment.

E. Certification When No Eligibility List is Available

If less than three qualified applicants apply for an advertised employment vacancy, the examination procedures can be waived and the names of the qualified applicants will be placed on an eligibility list which shall expire when the current vacancy is filled or a new eligibility list is established. The eligibility list shall be presented to the Personnel Commission for approval.

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