



ADMINISTRATIVE MANUAL

Section

TABLE OF CONTENTS

Subject

<u>Sec. No.</u>	<u>Subject</u>	<u>Date</u>
20	FILLING A POSITION	
	Table of Contents	03-01-97
	<u>List of Eligibles</u>	
20-01	Certification from List of Eligibles	05-01-96
20-02	Certification and Selection Process	05-01-96
20-03	Emergency or Exempt	05-01-96
20-04	Emergency Appointment to Managerial and Professional Classes	05-01-96
20-05	Appointment Process	05-01-96
20-06	Information Exchange Between Departments	04-02-87
20-07	Probationary Period	04-01-97
	<u>Other Than List of Eligibles</u>	
20-20	Bid Notice - Form 03214	04-02-87
20-21	Transfer	05-01-96
20-22	Transfer Under Charter Section 108	05-01-96
20-23	Reassignment	04-02-87
20-24	Reversion	04-02-87
20-25	Restoration to An Eligible Ust—Guidelines	02-24-92
~20-26	Restoration to An Eligible Ust—Procedure	02-24-92
	<u>Selection Process</u>	
20-40	interview Data Sheet, Form 3381	05-01-96
20-41	Selection Interviews	04-15-96
20-42	Substantially Equally Qualified	05-01-96
	<u>Administration</u>	
20-50	Amending the Annual Personnel Resolution	05-01-96



ADMINISTRATIVE MANUAL

Section

TABLE OF CONTENTS

Subject

<u>Sec. No.</u>	<u>Subject</u>	<u>Date</u>
<u>Preparation of Forms</u>		
20-60	Request for Certification, Form PDAS 15/PC	04-02-87
20-61	Report of Appointment, Form 2762	04-02-87
20-62	Telephone Information and Personnel Record Report, Form 2069	04-02-87
20-63	Probation Report, Form 03289	09-01-87
20-65	Personnel Bid information, Form 0599	04-02-87
20-66	Registration Form—Transfer or Reassignment to Entry Level Positions	05-01-96
20-67	Request for Transfer, Form Gen. 1 6B	04-02-87
20-69	Change of Duties Description Record. Form 2346	04-02-87