



ADMINISTRATIVE MANUAL

Section

FILLING A POSITION – LIST OF ELIGIBLES

Subject

Certification from List of Eligibles

The Department may fill vacant positions by requesting certification from a list of eligibles in accordance with the following guidelines.

References:

City Charter Section 109(b) (April 1, 1983)

Mayor's Executive Directive No. 5 (April 25, 1983)

Administrative Bulletin 83-20, Rule of Three Whole Scores, July 29, 1983

Administrative Manual — sections;

20-02, Certification and Selection Process

20-03, Emergency or Exempt—Guidelines and Procedure

20-60, Request for Certification—Instructions for Completing Form PDAS 15/PC

100-02, Interim Drug and Alcohol Policy

100-03, Supervisor's Guidelines for Employee Drug and Alcohol Abuse

Applicable MOUs

NUMBER OF NAMES CERTIFIED

The Personnel Department will certify the names of candidates within the three highest whole score ranks as long as five more names than the number of vacancies are provided. If the minimum number of names is not certified in the first three ranks, additional whole scores will be certified until sufficient eligibles are available.

In cases where certification of the top three whole scores would provide more than five names in excess of the number of vacancies, the Department may:

- Request certification of only one or two whole scores if that would provide at least five more eligibles than the number of vacancies; or
- Use a job—related screening device to reduce the number of candidates to be considered for appointment to not fewer than the minimum of five more than the number of vacancies.

Note: Contact your business unit's Equal Employment Opportunity Coordinator prior to use of



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any job—related screening device.

ORDER OF CERTIFICATION

As each type of list is exhausted, the Personnel Department certifies from the next list in the following order:

1. Departmental Reserve
2. Promotional
3. General Reserve
4. Open

REGULAR EMERGENCY APPOINTMENTS

Regular emergency appointments may be made only if there are no eligibles available from any of the appropriate Civil Service lists.

DEPARTMENTAL RESERVE LIST

When certification is from the Departmental Reserve List for the major division:

- Generally only one eligible will be certified for each vacancy.
- Eligibles from the Departmental Reserve List must be appointed in order of seniority and must be appointed even if they fail to pass a medical examination.

Note: *Any* appointment from a Departmental Reserve List is a permanent appointment.

PROMOTIONAL LIST

The top three ranks, or the number of additional ranks necessary to provide at least five more eligibles than the number of vacancies, will be certified from a promotional list.

To be eligible for appointment from a Promotional List, candidates must

- be currently employed by the City; or



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- be on a Reserve List, or
- have been restored to such a list by action of the General Manager of the Personnel Department.

Eligibles from a Promotional List may not be appointed ahead of any Departmental Reserve List eligibles certified from the same request.

If the class to which the eligible is certified is more physically demanding than the class in which the candidate is already employed, or there has been a deterioration in the eligible's physical condition to the point where it is believed that the candidate would be unable, even with reasonable accommodations, to perform the essential functions of the new position, the Department may request that the candidate be reexamined by the Department's Medical Services Business Team.

GENERAL RESERVE LIST

The top three ranks, or the number of additional ranks necessary to provide at least five more eligibles than the number of vacancies, will be certified from the General Reserve list (combined Reserve Lists from other major divisions and/or City departments).

OPEN LIST

The top three ranks, or the number of additional ranks necessary to provide at least five more eligibles than the number of positions to be filled, will be certified from an Open List. When more than one person is to be appointed, the effective dates of the appointments should be in order of rank. In extenuating circumstances, appointments may be made independent of rank but never ahead of any Departmental Reserve List eligibles appointed from the same request. The Personnel Records Business Group will assist business units in determining the effective date(s) of the appointment(s).