



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – LIST OF
ELIGIBLES**

Subject

Certification and Selection Process

This procedure is for appointing individuals from a Civil Service List of eligibles (list) to vacant, entry level positions and shall not supersede any established MOU provision or alter any established practice for administering employee transfers or reassignments.

A minimum of five more eligibles than the number of vacancies *must* be certified (refer to Administrative Manual, Section 20-01).

References:

Department's Selection Interview Handbook

General Manager's Bulletin 81-25, Emergency Appointment, Reassignment and Lateral Transfer Procedures, November 18, 1981

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

Human Resources Bulletin 85-16, Request for Transfer or Reassignment at the Entry Level, April 11, 1955

Administrative Manual — Sections:

20-01, Certification Procedures

20-06, Information Exchange between Departments

20-21, Transfer

20-23, Reassignment

20-60, Request for Certification, Form Gen PDAS 15/PC

Applicable MOUs

<i>Responsibility</i>	PROCEDURE	<i>Action</i>
APPOINTING SUPERVISOR		<ol style="list-style-type: none"> 1. Prior to making a selection from a list, you <i>must</i> consider all qualified employees who have a Registration Form, for transfer or reassignment, on file with the Personnel Records Business Team. Requests for Certification will not be processed until the appointing supervisor has reviewed the Registration Forms (refer to Administrative Manual, Section 20-21). 2. Request the Business Unit Personnel Office to prepare Form PDAS 15/PC, Request for Certification.



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BUSINESS UNIT PERSONNEL OFFICE

1. Prepare a Request for Certification (refer to Administrative Manual, Section 20-60).

Note: If the position is new or has not been filled for more than six months, a Form PDES 3, Position Description, and additional supporting information may be required (refer to applicable sections in Administrative Manual, Section 20, Filling A Position).

2. Forward the original and one copy of Form PDAS 15/PC to the Personnel Records Business Team.

PERSONNEL RECORDS BUSINESS TEAM

1. Confirm that the business unit has reviewed the Transfer or Reassignment Registration Forms on file with the Personnel Records Business Team (refer to Administrative Manual, Section 20-21).
2. Forward the original PDAS 15/PC to the Personnel Department and retain the copy.

BUSINESS UNIT

1. When the eligible contacts the business unit verify the personal information on the certification list
2. Request any additional data required by the business unit
3. Interview the eligibles noting the following on the certification list (sample, page 4):
 - Eligibles who report and the date reported
 - Apparent ethnicity
 1. Black
 2. Hispanic
 3. Asian American
 4. Caucasian
 5. American Indian
 7. Filipino



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BUSINESS UNIT (Cont...)

- Gender
 - F - Female
 - M- Male
 - Interviewresults
 - A - Appointed - date effective
 - Avail - Available
 - D - Dedined
 - FR - Failed to Report
 - MED DISQ - Medically Disqualified
 - City Department where currently employed, if applicable
4. If sufficient eligibles fail to report or decline appointment, an appointment may be made from the available eligibles or additional names may be requested from the Personnel Records Business Team.
 5. When a candidate is selected, refer to Administrative Manual, Section 20-06, for processing procedures.

Complete Part II of the Certification Monitoring Form and forward to the business unit's Equal Employment Opportunity (EEO) Coordinator.
 6. Telephone the results of the interviews to the Personnel Records Business Team, providing the information noted on the certification.
 7. Place the interview Data Sheet for the selected candidate in the employee's personnel file. Ale all pertinent documents in the business unit files and retain in accordance with records retention requirements of the City Administrative Code.



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BUSINESS UNIT EEO COORDINATOR

Complete Part III of the Certification Monitoring Form and forward to the Personnel Records Business Team.

Sample Certification List

REPORT: CAPS51UP-01	CANDIDATE PROCESSING SYSTEM	PAGE:
PROC : CAPS51DP	CITY OF LOS ANGELES	TIME :
DATE : 09/01/94	CERTIFICATION LIST	ORIGINAL
CLASS : 3833-50	TITLE: ELECTRICAL MECHANIC	
CERT NUMBER: 099960-01	DEPARTMENT: 0021-DWPPC	
DISP CODE/ NAME-ADDRESS	SUBJECT	GEN AVG/ HOME PHONE
ETHNICITY	TO	SEN DAYS WORK PHONE
****PROMOTIONAL****		
9-7-94 MITOKAWA, NOBUKO 14382 HAUSER BLVD 3M LOS ANGELES, CA 90026	557-37-4071 <i>Avail.</i>	<i>DWP</i> 96 213-555-0921 310-486-2201
STONE, MARIO 9021 MASON DR TJUNGA, CA 91308	384-16-9824 <i>FR</i>	95 818-555-8800 213-367-0000
9-2-94 ESCOBAR, DAVID 1337 E. NEOLA AVE. 2M SANTA MONICA, CA 90024	560-08-4482 <i>Avail.</i>	<i>Publles</i> 95 310-886-1000 213-482-1234
9-7-94 BRYANT, BENJAMIN 360 CELESTIAL WAY 1M PASADENA, CA 91801	318-96-6182 <i>Avail.</i>	<i>Gen Svcs</i> 94 818-555-6789 213-481-5678
9-6-94 TAYLOR, JANICE 68218 HYACINTH CIR 4F POMONA, CA 90218	566-12-5823 <i>A-10/3/94</i>	93 714-555-7890 310-555-1234
9-7-94 TAPIA, RAMON 1820 CANYON COVE 7M SYLMAR, CA 97128	381-82-3502 <i>Avail.</i>	<i>DWP</i> 92 805-555-2345 805-333-3502
9-8-94 BALDWIN, EDWARD 4223 TORRANCE BLVD 1M LONG BEACH, CA 90698	520-28-6209 <i>Avail.</i>	<i>DWP</i> 91 310-555-3456 310-832-9999
DRIVERS LICENSE IS REQUIRED.		