



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – LIST OF
ELIGIBLES**

Subject

Appointment Process

The Business Unit Personnel Office shall observe the following procedure when making appointments.

References:

Administrative Manual, Sections:

- 20-61, Report of Appointment, Form 2762
- 20-62, Telephone Information and Personnel Record Report, Form 2069
- 20-63, Probation Report. Form 03289
- 20-69, Change of Duties Description Record Number, Form 2346
- 80-21, Preparation of Form 723, Termination of Employment

Applicable MOUs

EFFECTIVE DATE OF APPOINTMENT

The effective date of any regular appointment *may* not be:

- Earlier than the date of the Civil Service certification.
- Earlier than the date following that on which all certified, reporting candidates have been interviewed.
- Later than 120 days from the certification date.

NOTIFICATION REQUIREMENT

The appointment must be reported to the Personnel Records Business Team within 30 days of the certification date. Appointment documents will not be processed until notification is received by the Personnel Records Business Team.

Certifications that are not acted upon within 30 days are expired and recertification is required prior to appointment.



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PROCEDURE FOR APPOINTEE CURRENTLY EMPLOYED BY THE DEPARTMENT

Responsibility

Action

BUSINESS UNIT PERSONNEL OFFICE

If the appointment is to be from a Reserve, Promotional, or Open List, under exempt authority, or by transfer, 108 transfer, or reversion, complete the following forms:

- 723 Termination of Employment (Administrative Manual, Section 80-21)
Note: Prepare *immediately* for limited or emergency appointments and upon completion of probation for regular appointments.
- 2069 Telephone Information Report (Administrative Manual, Section 20-62)
- 2346 Change of Duties Description Record Number (Administrative Manual, Section 20-69)
- 2762 Report of Appointment (Administrative Manual, Section 20-61)

PERSONNEL RECORDS BUSINESS TEAM

For emergency appointments, verify with the Personnel Department that the appointee has filed an application for the examination for the class.

An application must be approved by the Personnel Department prior to the appointment being made.



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PROCEDURE FOR APPOINTEE NOT CURRENTLY EMPLOYED BY THE DEPARTMENT

Responsibility

Action

PERSONNEL RECORDS BUSINESS TEAM

1. Provide the sign-up package to the prospective employee.
2. Issue a Sign Up and Clearance Notice, Form PRI/93-3 (sample, page 5).
3. Inform the appointee of the reporting date and location.

BUSINESS UNIT PERSONNEL OFFICE

1. Obtain the new employee% personnel data from the documentation provided by the Personnel Records Business Team.
2. Add the new employee to the basic time reporting document per the *Manual of Procedure and Instructions for Reporting Time*, issued by the Manager of Payroll and Timekeeping.
3. Add the new employee to the Personnel Management System, if applicable.
4. Complete the following forms:

2069	Telephone Information Report (Administrative Manual, Section 20-61)
2346	Change of Duties Description Record Number (Administrative Manual, Section 20-69)
2762	Report of Appointment (Administrative

PERSONNEL RECORDS BUSINESS TEAM

1. Forward to the Business Unit Personnel Office the employee's completed Form 2173, General Employment Record (sign-up) Card.
2. For employees who receive a regular appointment from an Open or Promotional list, forward a Probation Report



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card to the Business Unit Personnel Office
(Administrative Manual, Section 20-63).

BUSINESS UNIT PERSONNEL OFFICE

1. Obtain the signatures of the immediate supervisor, the business unit director, and the assistant general manager/unit manager or their authorized designees on the sign-up card.
2. Forward the sign-up card to the Manager of Payroll and Timekeeping.



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Form PRI/93-3

Sign Up and Clearance Notice

P/R # _____ - _____ Emp.# _____

SIGN UP AND CLEARANCE NOTICE

Date _____

Division _____

Room _____

Name _____

has signed up as an eligible for a position in
your Division in the class of _____

Ethnic Code: 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 7 ___

Personnel Records Section
111 N. Hope St., Room 546
Los Angeles, CA 90012

By: _____

Remarks: _____

PRI/93-3
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