

CERTIFICATION FROM OPEN ELIGIBLE LISTS

Sec. 27. When no priority list exists for an open-competitive classification and a personnel requisition for that classification is received by the Civil Service Department, the Executive Director shall certify names in rank or band order from the eligible list established for that classification. The minimum number of names certified shall be four plus the number of vacancies; however, each candidate, on the specific eligible list from which certifications are being made, whose whole number score or band score is the same as the whole number or band score of the last candidate certified to the requisition, shall also be certified. Operating departments shall send a notice of selection interview in writing or make personal contact, and shall provide job candidates a minimum of five days notice to respond. The appointing authority shall attempt to notify and interview the candidates in rank order when they are not score banded, then they may select from any of the names certified. Score banded candidates may be selected randomly; however, when two or more score bands are certified to the same requisition, candidates in the higher score bands must be offered an interview before selecting from lower bands. After making a selection, the appointing authority shall indicate on the requisition the person or persons selected, and the disposition of all other candidates in order of certification up to the candidate selected, and shall re-transmit the requisition to the Executive Director at the conclusion of the selection process. Personnel/Payroll transactions relating to new personnel acquisitions shall not be cleared by the Executive Director until the above referenced dispositions are received by the Civil Service Department. With the exception of those not selected because of failure to meet the medical, physical, psychological, or background investigation standards established for the position sought, candidates shall be entitled to at least two certifications to an identical vacancy in the same department.

Notwithstanding the provisions of this or other sections governing appointment to classified positions, the following exceptions shall apply:

- (1) If less than the minimum number of names required are on an eligible list, the appointing authority may request a new examination, request other appointment pursuant to these rules, or consider the names certified by the Executive Director from an alternate eligible list.
- (2) If there are concurrent vacancies, the Executive Director may certify as many names as he/she feels are necessary to fill the listed vacancies.
- (3) After an analysis of the test results from an open-competitive examination, the Executive Director may certify candidates to existing vacancies by score bands.