



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	APPROVED: REVISED:
REGULATION 2: <i>Employment Lists</i>	Pages: 1 of 5

Section 1: Introduction

This Regulation addresses the various Employment Lists that may be utilized in the appointments of candidates associated with job postings.

Section 2: Establishment, Certification, and Maintenance of Lists

In accordance with the County Civil Service Act, the Human Resources Director shall be responsible for the establishment, certification, and maintenance of appropriate Employment Lists. Eligible Lists serve as a pool of qualified individuals who may be considered for current posted job vacancies or for future vacancies of the same job. Referred Lists contain the names of those individuals who shall be interviewed by the appointing authority and from whom an appointment shall be selected.

Section 3: Request for Evaluation of List of Eligible Candidates

When a vacancy occurs, the appointing authority shall submit a Personnel Requisition Form to Human Resources. Human Resources will evaluate past postings to determine if the eligible list is still active for recruitment purposes, and advise the hiring authority of eligible candidates.

Section 4: Open-Competitive Eligible Lists and Certification

After the closing of an open-competitive job posting, the Human Resources Director shall establish and certify an Eligible List of candidates who are best qualified and eligible for the position based upon the job description and the examination criteria previously established for the job.

Applicants' names will remain on the Eligible List unless removed due to an authorized disqualification or the expiration of the Eligible List.

From the Eligible List, the Human Resources Director shall be responsible for the establishment and certification of a Referred List of the best qualified candidates from which the appointing authority shall make a selection.



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	APPROVED: REVISED:
REGULATION 2: <i>Employment Lists</i>	Pages: 2 of 5

Section 5: Open-Competitive Referred List Establishment and Certification

The appointing authority, prior to the job posting, shall establish the number of candidates to be placed on the Referred List. A minimum of five (5) candidates or 100% of the Eligible List, if less than five (5), must be placed on the Referred List. The Referred List shall contain qualified candidates ordered from the highest to the lowest total score as well as those candidates who hold the exact same score as the candidate ranked lowest on the Referred List.

The Human Resources Director shall certify the names of those eligible candidates for placement on the Referred List and shall be in accordance with a formula which limits the selection by the appointing authority from among the highest ranking available and eligible candidates, but which also permits selective certification under appropriate conditions within the PRR.

The Human Resources Department shall submit the Referred List to the appointing authority. Those candidates contained on the Referred List shall be interviewed. If the appointing authority, after interviewing the candidates, is unable to select a candidate from the Referred List, the Human Resources Director shall authorize additions to the Referred List from the next highest ranked group of candidates from the Eligible List.

The appointing authority may choose to retain up to five (5) candidates from the prior Referred List in addition to receiving the next group of candidates from the Eligible List. The appointing authority shall make a selection from the Referred List of candidates for appointment or request to repost should there be an insufficient number of candidates remaining on the Eligible and/or Referred Lists.

The appointing authority may request in writing to the Human Resources Director the omission of a referred candidate from any subsequent certifications for the same job. If the Human Resources Director agrees, the name of such candidate shall not be submitted to that appointing authority for other vacancies of the same job. If the Human Resources Director does not agree, a meeting will take place to discuss the situation in further detail with the Human Resources Director making the final decision.

Section 6: Authorized Reasons for the Removal of Names from a List

The Human Resources Director may remove the name of a qualified candidate from either the Eligible or Referred Lists based upon the following reasons:



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	APPROVED: REVISED:
REGULATION 2: <i>Employment Lists</i>	Pages: 3 of 5

- A. For any of the causes stipulated in *Rule 2; Regulation 1 Selection Process, Disqualification of Applicants;*
- B. Upon evidence that candidates cannot be located by phone, email, or if they have failed to respond by a specified deadline to an email of inquiry regarding availability for the positions for which they applied;
- C. Upon notification from candidates that they no longer desire to be considered for the position;
- D. If a County position has already been accepted;
- E. Failure to appear for an interview or final examination;
- F. Failure to report for duty within the times specified by the appointing authority;
- G. Expiration of the Eligible and/or Referred Lists;
- H. For Promotions or Transfers, and
- I. Upon termination of County Service.

Section 7: Promotion/Transfer Lists and Certification

After each competitive examination held in accordance with *Rule 3 Promotions, Transfers, Demotions, and Detail Assignments*, the Human Resources Director shall prepare Eligible and Referred Lists in the same manner as those established for Open-Competitive vacancies.

Certification of appointment to vacancies shall be in accordance with a formula which limits selection by the appointing authority from among the highest ranking available and eligible candidates, but which also permits selective certification under appropriate conditions within the PRR.

Section 8: Temporary List

Whenever the services to be rendered by an appointee are for a temporary period, the Human Resources Director shall certify only the names of those eligibles who indicate their availability for temporary service and who meet the necessary qualifications.

A temporary appointee may apply for an internal job posting in the department to which they are temporarily assigned.



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	APPROVED: REVISED:
REGULATION 2: <i>Employment Lists</i>	Pages: 4 of 5

Section 9: Seasonal List

The Human Resources Director shall certify those eligibles who indicate their availability to work seasonal appointments and who meet the necessary qualifications. The names of those receiving a seasonal appointment may be carried over from one season to another without the appointee having to post or reapply for vacant jobs. Seasonal Lists shall remain in effect until such time as determined by the Human Resources Director that they have been exhausted.

Section 10: Recall List

Employees who have been laid-off shall be entitled to have their name placed on a Recall List for the job from which the layoff occurred. Please refer to the Personnel Policy Bulletin, "Layoff Policy" available on the Human Resources webpage.

Section 11: Duration of Employment Lists

Eligible and Referred Lists shall remain certified for ninety (90) calendar days. This period may be reduced or extended by the Human Resources Director when it is deemed to be in the best interest of the County. However, in no case shall the name of a candidate remain on any list for a period greater than one (1) year with the exception of those names on a Seasonal List.

The determination of whether a specific position needs to be posted continuously will be made jointly by the appointing authority and the Human Resources Director. The Eligible and Referred Lists for those job requiring continuous recruitment and examination shall last indefinitely, unless terminated by the Human Resources Director. The name of a candidate shall not remain on these lists for longer than (1) year from the original date of its entry on the applicable list.

When an Eligible List becomes so depleted that the qualified candidates for imminent vacancies is impractical, the Eligible List will be considered exhausted. The Eligible List which has become exhausted shall be considered expired upon subsequent posting of the same job.



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	APPROVED: REVISED:
REGULATION 2: <i>Employment Lists</i>	Pages: 5 of 5

Section 12: Selection from Referred List

The final selection by the appointing authority shall be entered into the online application system along with all pertinent information and notification provided to the Human Resources Department of the selection.

Additionally, within two weeks after making the final selection, the appointing authority using the online application system shall indicate the disposition and specific reasons of non-selection for all other candidates listed on the applicable Referred List.