

## **RULE 6 - Certification and Selection from Eligible Applicants**

- 6.1 Request for Certification.** Appointing Authorities shall request certification of eligible applicants to fill positions in the classified service by submitting an official request in the manner prescribed by the Director.
- 6.2 Availability of Eligible Applicants.** Eligible applicants will be certified on the basis of their indicated availability for employment consideration. It shall be the responsibility of the eligible applicant to notify the Director of any change of address or other change affecting availability for appointment.
- 6.3 Certification of Eligible Applicants.** Upon receipt of a written request from the Appointing Authority, the Director shall certify a list of eligible applicants to the department. The Appointing Authority will include in the request the number of eligible applicants to be certified, (which may range from a minimum of five names to a maximum of the entire application file). When there are laid-off employees eligible for re-employment to the requesting department, the Certificate shall contain only the names of those employees who were laid off from that department and who meet the minimum qualifications for that position. The department must appoint from this certificate, unless none of these employees accepts re-employment. Where registry lists are available, certification will be made from the appropriate registry lists.
- 6.4 Selective Certification.** The Director may make a selective certification of eligible applicants from the appropriate application file(s) when the vacant position requires specialized knowledge and/or experience, a special background or qualification within the particular classifications, or availability within a particular geographic region.
- 6.5 Use of Related Application Files.** If a vacancy exists in a classification for which few, if any, applications have been received, the Director may use a related application file(s). The related classification(s) must have minimum qualifications equal or greater than those of the classification for which the vacancy exists.
- 6.6 Certificate of Eligible Applicants**
- A. The Certificate of Eligible Applicants is valid for one (1) month. The Director, giving consideration to the geographic area, type of position, and other factors, may extend the Certificate for up to an additional ninety (90) calendar days with the concurrence of the affected departments.
  - B. A change in an applicant file shall not affect the content of an existing Certificate of Eligible Applicants.
- 6.7 Selection from Eligible Applicants.** The Appointing Authority shall select one (1) of the eligible applicants certified. In order to make the best selection and offer equal opportunity to each eligible applicant, a minimum of five (5) eligible applicants *or* 10% of the eligible applicants referred, whichever is greater, must be contacted and interviewed by the Appointing Authority. If there are fewer than five (5) eligible applicants, all must be contacted and offered an opportunity to interview. There is no restriction should the Appointing Authority wish to interview more than five (5) or 10% of eligible applicants.
- 6.8 Manifest Error.** After appropriate review, the Director may approve an adjustment to the status of an eligible applicant to rectify a manifest error. Such adjustment shall not, however, invalidate any certification or appointment action already taken.