

PERSONNEL – Series 4000

4400 The Merit System

4450 Employment Lists

4452 Certification from Employment Lists

4452.1 Order of Precedence in Filling Vacancies

- A. Names shall be certified for appointment from employment lists in the following sequence:
1. Reemployment List – Persons on the reemployment list consistent with Personnel Commission Rule 4451.1 shall be afforded first priority to vacant positions in order of seniority.
 2. Transfer Requests – Written requests for transfers within the same classification may be considered. If the appointing authority elects to fill the position by transfer, the vacancy resulting from the transfer shall be filled in accordance with this Rule.
 3. Eligibility List – When the vacancy is not filled through the procedures listed in sections 1 or 2 above, the top three ranks of available eligibles shall be certified with the exception of vacancies in positions identified as senior management consistent with Personnel Commission Rule 4431.4.
 - a. Promotional Eligibility List – When the position has been advertised as a promotional-only recruitment, the top three ranks of available eligibles who are current active regular employees shall be certified.
 - b. Open Competitive List – When the position has been advertised as an open-competitive recruitment, the top three ranks of available eligibles who are current active regular employees shall be certified and have priority over the list of eligibles from the general public who shall also be certified.
 - c. Dual Certification – When the position has been advertised as a dual certification recruitment, the top three ranks of available eligibles from both current active regular employees and the general public shall be certified, resulting in one integrated eligibility list.
 - d. Voluntary Demotion/Lateral Transfer/Reinstatement – All qualified persons requesting increase or decrease in hours, voluntary demotion, lateral transfer, or reinstatement shall be certified in addition to eligibles from promotional, open competitive, or dual eligibility lists.

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- B. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

Reference:

Education Code Sections 45272, 45308 and 4530

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