

PERSONNEL – Series 4000

4400 The Merit System

4450 Employment Lists

4452 Certification from Employment Lists

4452.4 Certification and Appointment From Eligibility Lists

- A. To fill a vacant position, the appointing authority shall notify the Director, Human Resources of the vacancy and the anticipated starting date. The request for certification shall state the class title, hours and location of employment, and other pertinent information. This information shall be submitted in writing on the appropriate Personnel Commission form.
- B. The Director, Human Resources shall ascertain the availability of eligibles and shall certify three ranks to the appointing authority from the appropriate eligibility list as it exists at the time the request for certification is received by the Director of Classified Personnel.
- C. The appointing authority shall make its selection from the persons certified and shall notify the Director of Classified Personnel, who shall see that the necessary employment procedures are carried out.
- D. If a candidate who has been certified and is eligible for appointment to a position fails to keep the interview appointment or, at the interview declines the position, the appointing authority may recommend appointment to the vacancy from the remaining certified ranks or eligibles or may request additional certification not to exceed three ranks.
- E. If the appointing authority elects to fill the position by transferring an employee or employees, the vacancy resulting from such transfer or transfers shall be filled from among the eligibles certified for the original vacancy. If the appointing authority is entitled to have any additional eligibles, the Director, Human Resources shall certify the additional eligible in accordance with the provisions of these rules.
- F. No questions relating to political or religious opinions or affiliations, race, color, national origin or ancestry, sex or marital status shall be asked of any applicant or any eligible whose name has been certified for appointment, nor shall any discrimination be exercised therefor.

Reference:

Education Code Sections 45272, 45277 and 45293

Approved:
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