

## **RULE 11 - REFERRAL OF ELIGIBLE CANDIDATES AND APPOINTMENTS**

### **Section 1. Order of the Use of Registers**

- A. Vacancies in the classified service shall generally be filled from employment registers in the following order:
  - 1. Registers;
  - 2. Internal Registers;
  - 3. Re-eligibility Registers or Open Competitive Registers;
- B. Deviation from the above preferred order may be approved by the Human Resources Director when it is in the best interests of the City to do so, or when making an appointment from a re-eligibility list, except that issuance of a hiring list and appointment from a Register shall be made without deviation from this order. Departments may transfer, temporarily detail or demote employees in accordance with these Rules irrespective of the existence of employment registers.

### **Section 2. Referral of Eligible Candidates**

- A. When a Department Director requests a vacancy to be filled, the Human Resources Director as appropriate shall refer eligible candidates on a hiring list for the Department Director's consideration from the appropriate register. All requests shall be made on a form provided by Human Resources. The number of names to be referred on a hiring list shall be determined by the Human Resources Director considering such factors as the number of vacancies to be filled, distinctions in applicant qualifications and examination scores, and availability of applicants.
- B. When a Register exists, the eligible on the list having the most employment seniority will be referred on a hiring list for the position vacancy.
- C. An eligible may accept or decline temporary employment without jeopardizing register standing for appointment to a regular position .
- D. The Human Resources Director may refer on a hiring list eligibles for a lower or lateral class from an open competitive register if no register for the lower or lateral class exists or it is determined that the evaluated qualifications of the remaining eligibles on these registers do not meet the needs of the City.
- E. An eligible on an original employment register who accepts a position under the provisions of Section 2, paragraph D of this rule, will remain on the original register for the positions for which original eligibility was established unless removed in accordance with Section 7 of Rule 10.

### **Section 3. Selection Interviews**

- A. When eligibles are referred on a hiring list to fill a vacancy in the classified service, the Department shall interview a minimum of five candidates if available. If more than one vacancy is being filled from a hiring list, the Department shall interview one additional person for each additional vacancy.
- B. The Human Resources Director will assess the validity of any list and may shorten or extend the expiration date of any hiring list depending on the number and availability of eligibles. Department Directors and the Human Resources Director may re-recruit and supplement a current hiring list with additional candidates when the position requires additional or exceptional qualifications, or when determined in the best interests of the City.

### **Section 4. Selection and Appointment from Candidates Referred on a Hiring List**

After interview and any necessary background investigation, the Department Director shall make appointments from among those referred on a hiring list, and shall notify the Human Resources Director of the person appointed on a form provided by the Human Resources Office.

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