

RULE 6 - CERTIFICATION AND SELECTION OF ELIGIBLES

6.01 REQUEST FOR CERTIFICATION OF ELIGIBLES

Appointing authorities shall request certification of eligibles to fill positions in the classified service by submitting an official request in the manner prescribed by the Director.

6.02 AVAILABILITY OF ELIGIBLES

Eligibles will be certified on the basis of their indicated availability for employment consideration. It shall be the responsibility of eligibles to notify the Director of any change of address or other change affecting availability for appointment.

6.03 CERTIFICATION OF ELIGIBLES

Upon receipt of a written request from the appointing authority, the Director shall certify a list of eligibles to the department. The appointing authority will include in the request the number of eligibles to be certified which may range from a minimum of five names to a maximum of the entire register. If the number of eligibles for a position is fewer than five, then the number available may be certified. If more than one position is included in the department's request, the minimum number of eligibles certified shall be increased by one name for each additional position.

6.04 SELECTIVE CERTIFICATION

The Director may make a selective certification of eligibles to an appointing authority from the appropriate register when the vacancy is for a position requiring specialized knowledge, experience, background or qualification.

6.05 CERTIFICATION OF TIED SCORES

When two or more eligibles have identical final register scores and are tied for the last place to be certified, all tied eligibles will be certified and so indicated on the certification list.

6.06 LIFE OF A CERTIFICATION LIST

The life of a certification list during which action may be taken should not exceed 30 calendar days from the date of issue unless extended by the Director.

6.07 SELECTION OF ELIGIBLES

- A. In order to make the best selection, the appointing authority is encouraged to contact all eligibles certified of an employment interview. Under no circumstance may the appointing authority contact fewer than five or one-half of the eligibles certified whichever is greater. If the number of certified eligibles is fewer than five, all eligibles must be contacted for an employment interview.
- B. The criteria used to identify individuals for invitation to interview shall be determined and documented by the appointing authority and must be job-related and non-discriminatory.
- C. Eligibles contacted must be notified in writing of an employment interview unless the eligible can be contacted directly.

- D. The appointing authority shall notify all eligibles interviewed of the results. The appointing authority shall indicate on the forms prescribed by the Director the action taken on each eligible.
- E. The appointing authority may check references and investigate the eligibles' education and work history. If the results of these checks and investigations indicate the falsification of material fact on the application, the appointing authority shall inform the Director in writing.
- F. The appointing authority's selection must be from among the eligibles certified.