



33 the Personnel Director after consultation with appropriate appointing authorities  
34 and approval by the Commission and shall be published in the examination  
35 announcements.

36 b. When an original appointment list is prepared as a result of a continuous  
37 examination, the names of candidates shall be incorporated on the list at periodic  
38 intervals as soon as possible after the test process has been completed and final  
39 grades have been determined.

40 4. DURATION OF ELIGIBILITY – The Personnel Director shall determine the period  
41 during which candidates remain on promotion and original appointment lists. This  
42 period shall not be less than three months nor more than two years from date of  
43 preparation of the eligible list.

44 SECTION C. PRECEDENCE OF LISTS – For appointment purposes, lists shall have  
45 precedence in the following order: 1. organizational unit layoff, 2. departmental layoff, 3.  
46 promotional and/or original appointment.

47 SECTION D. ADDITION TO LISTS

48 1. If the Personnel Director decides that the needs of the merit system require that an  
49 examination be held for a job class or position for which an original appointment or  
50 promotional list already exists, prior to its expiration, the Personnel Director may add  
51 to the existing eligible list with the list established as a result of the examination.

52 2. The names of persons remaining on the old list shall be placed on the new list in  
53 accordance with their previous final grade but such names may be removed from the  
54 list at the expiration of the specified time from their original placement on an eligible  
55 list. Should such persons elect and be eligible for re-examination their names shall  
56 be placed on the list in accordance with the new final grade.

57 SECTION E. CONSOLIDATION OF LISTS – When necessary the Personnel Director  
58 may consolidate existing eligible lists of similar job classes in the same pay range.

59 SECTION F. CANCELLATION OF LISTS

60 PROMOTIONAL AND ORIGINAL APPOINTMENT LISTS – The Personnel Director  
61 shall determine the period during which eligibles remain on promotion and original  
62 appointment lists, but this period shall not be less than three months nor more than two  
63 years from date of preparation of the eligible list. When an eligible list exists for any job  
64 class and the Personnel Director deems it necessary to establish another such list for

65 the same job class, the existing list may be cancelled or the Personnel Director may  
66 combine a new and existing list as provided in these rules.

67 SECTION G. AVAILABILITY OF QUALIFIED APPLICANT'S

- 68 1. It shall be the responsibility of qualified applicants to notify the Division of Personnel  
69 in writing of any changes in address, telephone number or other changes affecting  
70 availability for employment. However, the Division of Personnel may contact  
71 qualified applicants at any time to determine their continuing availability.
- 72 2. Whenever a qualified applicant restricts the conditions of availability for employment,  
73 the applicant's name may be withheld from all certifications that do not meet the  
74 conditions specified.

75 SECTION H. REMOVAL OF NAMES FROM LISTS – Names may be removed from  
76 eligible lists by the Personnel Director for the following reasons:

- 77 1. appointment through certification from such lists to fill a position;  
78 2. when the applicant has been certified and considered for three vacancies and  
79 other persons have been appointed;
- 80 3. appointment to fill a permanent position at the same or higher pay range from a  
81 different list;
- 82 4. statement by the applicant which indicates unwillingness to accept appointment;  
83 5. declining a job offer under such conditions as the applicant had indicated  
84 previously would be acceptable;
- 85 6. failure to respond to an inquiry of the Division of Personnel or an Appointing  
86 Authority within seven calendar days from the date of mailing regarding  
87 availability for appointment, or failure to accept appointment or report for duty  
88 within a reasonable time prescribed by the Appointing Authority;
- 89 7. replacement of a promotion or original appointment list by a list resulting from a  
90 new examination for the job class;
- 91 8. separation from the County service of an employee on a promotion list;  
92 9. medical disability that would prevent the applicant from performing the duties of  
93 the position satisfactorily and without hazard to the applicant or others;
- 94 10. in the case of departmental promotion lists, appointment, transfer, demotion, or  
95 return to duty from a leave of absence of an employee to another department or  
96 organizational unit;

- 97 11. failure to maintain a record of the current address and telephone number at the  
98 Division of Personnel. For this purpose the return of a letter by postal authorities  
99 if properly addressed to the last address on record shall be deemed sufficient  
100 ground for removal of the applicant's name;
- 101 12. expiration of the term of eligibility on an eligible list. In the case of a list  
102 combined with a later one, the names on the combined list resulting from the  
103 earlier examination shall be removed from the combined list at such time as the  
104 original list would have expired;
- 105 13. violation of any of the provisions of the Charter, the Ordinance or these rules;
- 106 14. a positive pre-employment drug test;
- 107 15. for any other cause specified in these rules for the rejection of applications. The  
108 Personnel Director shall notify an applicant of the removal for cause of the  
109 applicant's name from an eligible list and of the right to review as set forth in  
110 Section I. hereafter.

111 SECTION I. RESTORATION OF NAMES OF LISTS

112 1. REQUEST FOR RESTORATION

- 113 a. An applicant whose name is removed from an eligible list as provided above may  
114 make a written request to the Personnel Director for restoration to such list for  
115 the duration of the list. This request shall specify the reasons for restoration of  
116 the name to the list.
- 117 b. The Personnel Director may restore the name to the list or may refuse such  
118 request. The applicant shall be notified of the Personnel Director's action and if  
119 the decision is unfavorable the applicant may make a written appeal to the  
120 Commission within 10 days of the mailing of such notification.

- 121 2. RESTORATION TO PROMOTIONAL LIST – A former employee rehired by the  
122 County in the same department shall be restored to any departmental promotion list  
123 from which the employee was removed because of separation from the County service,  
124 provided the Personnel Director and the Appointing Authority approve the employee's  
125 written application for such action.