

PERSONNEL – Series 4000

4400 The Merit System

4450 Employment Lists

4451 Eligibility Lists

4451.3 Establishment and Life of Eligibility Lists

- A. After an examination, the names of successful candidates shall be arranged on a list in the order of examination scores, plus additional points where applicable. The list shall be presented for ratification to the Personnel Commission.
- B. A promotional eligibility list shall be in affect for one year from the date of its establishment, unless exhausted, and may be extended not to exceed an additional six months, at the discretion of the Personnel Commission. For those classes approved for continuous examination procedures, the names of successful candidates shall be added to the appropriate eligibility list by merging the names in accordance with scores achieved on the examination. Each individual on a promotional eligibility list established as the result of continuous examination procedures shall retain his/her eligibility for a period of one year.
- C. An open competitive eligibility list shall be in effect for six months from the date of its establishment, unless exhausted, and may be extended not to exceed six additional months, at the discretion of the Personnel Commission. For those classes approved for continuous examination procedures, the names of successful candidates shall be added to the appropriate eligibility list by merging the names in accordance with scores achieved on the examination. Each individual on an open competitive eligibility list established as a result of continuous examination procedures shall retain his/her eligibility for a period of six months.

Reference:

Education Code Section 45272 and 45300

Approved:
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