

VI-1 REQUEST FOR CERTIFICATE OF ELIGIBLES

The Sheriff shall request a certificate of eligibles in order to fill vacant positions in the classified service by submitting an official request on the form and in the manner prescribed by the Director of Human Resources.

VI-2 CERTIFICATE OF ELIGIBLES

A. REQUEST PROCEDURE

Upon receipt of an official request for a certificate of eligibles, the Director of Human Resources shall prepare a certificate of eligibles. In preparing certificates of eligibles, the following shall be observed:

1. If the request is to fill a position in a classification for which there is a reinstatement register of employees laid off from that classification in the Sheriff's Department, the certificate shall contain only the employees laid off from the Sheriff's Department. The Sheriff must appoint from the certificate.
2. In all instances other than that described in A.1, the Sheriff's Department shall indicate on its request one of the following competition sources and certificates shall be prepared as follows:
 - a. If "Department Promotion Only" is specified, the certificate shall be prepared from the internal register and shall show only eligibles of the Sheriff's Department.
 - b. If "County Promotion Only" is specified, the certificate shall be prepared from the internal register. Anyone on the reinstatement register for the classification who was laid off from another department shall be added to the certificate of eligibles.
 - c. If "Open Competitive" is specified, the certificate of eligibles shall be prepared from all registers. Anyone on the reinstatement register for the classification who was laid off from another department shall be added to the certificate of eligibles.

VI-2 B. NUMBER OF NAMES ON A CERTIFICATE OF ELIGIBLES

1. SINGLE VACANCY

For one (1) vacancy, the Director of Human Resources shall certify from the appropriate register(s) the names of the five (5) eligibles with the highest final ratings or any lesser number of eligibles if fewer than five (5) names are contained on the register(s). Any certificate for one (1) vacancy which contains at least three (3) names shall constitute a complete certification. If fewer than three (3) eligibles are available for certification, those available may be certified with the concurrence of the Sheriff.

2. MULTIPLE VACANCIES

If a request is received to fill more than one (1) vacancy from the same register, the Director of Human Resources shall establish procedures for certifying additional names.

C. AVAILABILITY OF ELIGIBLES

An eligible shall be certified on the basis of indicated availability for employment consideration. It shall be the responsibility of the eligible to notify the Director of Human Resources in writing of any change affecting availability for appointment.

VI-3 SELECTIVE CERTIFICATION

The Director of Human Resources may make a selective certification of eligibles to the Sheriff from the appropriate register(s) when the vacant position requires specialized knowledge and/or experience, special background or qualification within the particular classification, or within a particular geographic area.

VI-4 BREAKING TIES FOR CERTIFICATION

When two or more composite scores are identical, the Director of Human Resources shall break the ties by the following methods in the order named:

- A. First, the highest oral examination score shall be ranked first.
- B. Second, the highest written test score shall be ranked first.
- C. Third, the highest experience evaluation shall be ranked first.
- D. If none of the above factors break a tie, the eligibles shall be certified as one rank and this shall be so indicated on the certificate.

VI-5 LIFE OF CERTIFICATE OF ELIGIBLES

- A. The life of a certificate of eligibles during which action may be taken shall be fixed by the Director of Human Resources giving consideration to the area, type of position, and other factors, and may be extended by the Director of Human Resources.
- B. A change in a register shall not affect the content of an existing certificate of eligibles.

VI-6 SELECTION FROM ELIGIBLES

- A. If an appointment is made, the Sheriff shall select one (1) of the eligibles certified.
- B. All eligibles certified shall be contacted, if possible, by the Sheriff in order to make the best selection and offer equal opportunity to each eligible.
- C. The Sheriff shall indicate the action taken on each eligible certified on the forms prescribed by the Director of Human Resources.