

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

Topic: INTERVIEW/RE-INTERVIEW REQUIREMENTS	Date Issued: April 18, 1991
Section: FILLING OF VACANCIES - EMPLOYEE SELECTION	Date Revised: Jan 13, 1993
Number: V.4.B.	Feb 25, 2003 Oct. 2023

PURPOSE:

To define the interview, re-interview, and candidate notification requirements for departmental selection process.

LEGAL BASIS:

Civil Service Rule Section VI.B.4.

CROSS REFERENCE:

Section III.7.	Comparable Class Guidelines
Section V.2.A.	Hierarchy of Employment Lists
Section V.2.E	Co-mingling Eligible Lists
Section V.2.G	Removal of Names from the Certification and/or Eligible List
Section V.2.H	Alternate Eligible Lists
Section 3.A.	Selection Certification
Section V.4.D	Equal Employment Opportunity Considerations in Employee Selection
Section V.4.E	Department Selection Interviews

POLICY:

I. INTERVIEW REQUIREMENTS:

The interview requirements for appointment to a position will comply with Civil Service Rules VI.B.4. and will procedurally follow the definitions below. In

summary, the interview requirements are as follows (Please refer to procedures for the detail of requirements):

- A. Appointment is required in the order persons appear on these lists, no other persons may be considered:
 - 1. Departmental Overfill List;
 - 2. Departmental Reemployment List.

- B. An offer of interview is required of all persons on these lists:
 - 1. County-wide Overfill List;
 - 2. County-wide Reemployment List (Personnel Director may waive this requirement if an Open Competitive or Promotional Eligible List exists).

- C. Interviews are conducted according to the "Rule of list", including policy for meeting Equal Employment Goals (See Section V.4.D., Equal Employment Opportunity Considerations in Employee Selection);
 - 1. Open Competitive Eligible Lists
 - 2. Promotional Eligible Lists
 - 3. Alternate Eligible Lists (I.C.1-2 from a list established for a class determined to be comparable - See Section V.2.H. Alternate Eligible List).

- D. Interviews are optional for any of the following:
 - 1. Transfer Lists;
 - 2. Reinstatement Lists;
 - 3. Re-Entry Lists;
 - 4. Manpower Training Lists;
 - 5. Alternate Employment Lists (I.D.1-4 from a list established for a class determined to be comparable - See Section V.2.H. Alternate Eligible List).

II. RE-INTERVIEW PROVISIONS (ALL LISTS):

- A. The Re-interview provision allows an operating department to make a selection from an eligible list or employment list for a period of up to 6 months without conducting new interviews. A new certification must be made and the previous interviews documented. An exception would occur where the list has been co-mingled with new candidates subsequent to the original interviews.
- B. The use of the re-interview provision may be requested by the department. This is an optional provision.
- C. In reviewing the request, the Personnel Director will consider the needs of the department and the status of the list. If the Open Competitive or Promotional Eligible List has been co-mingled (See Section V.2.E. Co-mingling Eligible Lists) since the original certification, the re-interview request will be denied.

PROCEDURE:

- I. Certification Request – Operating Department: When a vacancy occurs, the operating department completes a Personnel Certification/Recruitment Request Form and submits it to the Personnel Department. (During a hiring freeze, proper freeze exemptions must be obtained prior to appointment.)
- II. Conducting of Interviews - Department:
The department will offer interviews (or make appointments) according to the required provisions defined below:
 - A. Departmental Overfill List

Certification from a Departmental Overfill list is on a “Rule of One” basis – one name for one vacancy in order of seniority. The person certified must be offered the vacancy. The names of all persons with the same (tied) seniority will be certified together. The department may select from among those with the same seniority. No other persons may be considered.
 - B. Departmental Reemployment List

Certification from a Departmental Reemployment list is on a “Rule of One” basis – one name for one vacancy in order of seniority. The person whose name is certified must be offered the vacancy. The names of all persons with the same (tied) seniority will be certified together. The department may select from among those with the same seniority. No other persons may be considered.

C. County-wide Overfill List

All names on the Countywide Overfill list are certified together as a bloc in no particular order. Departments must offer to interview all persons on the list prior to receiving certification from another employment list with a lower priority.

D. Countywide Reemployment List

All names on the Countywide Reemployment list are certified in a bloc in order of seniority. Departments must offer all persons on a Countywide Reemployment List the opportunity to be interviewed. However, when an Open Competitive List, Promotional Eligible List or a Reemployment List exist for the class, the appointing authority may be authorized to make a selection from the Eligible List by the Personnel Director.

E. Open Competitive and Promotional Eligible Lists

Certification from Open Competitive and Promotional Eligible Lists is on a "Rule of list" basis – all names for one vacant position in exam score order. The Personnel Director may selectively certify candidates that possess bona fide occupational qualifications which are specific to the position being filled. (See Section V.3.A. Selective Certification). The Personnel Director may also selectively certify candidates who have indicated their availability for specific job types (e.g. part-time, temporary); work locations (e.g. Santa Cruz , Watsonville); or shifts (e.g. days, swing). Persons are offered an interview in the order of the Eligible List. All persons above the person appointed, including those with a tie score to this person, must be offered an interview. All persons identified as a protected class member for the job classification must be offered an interview.

F. Transfer, Reinstatement, Re-Entry and Manpower Training Lists

- a. Transfer, Re-Entry and Reinstatement Lists. All names are referred together as a block in no particular order. Any person on these lists may be offered an interview.
- b. Manpower Training List. All names on the Manpower Training List are referred together as a bloc. Names appear on the list in order of the date on which placed on the list. All persons above the individual appointed must be offered an interview.

G. Alternate Eligible Lists

Names on an Alternate Eligible list developed from an Open Competitive or Promotional Eligible List shall be certified and offered an interview on the same basis as certification from a regular Open Competitive or Promotional Eligible List.

H. Alternate Employment Lists

Names on an Alternate Employment List developed from a source other than an Open Competitive or Promotional Eligible List shall be certified together as a bloc in no particular order (Exception: Manpower List – in the order of date established to the list). Any person on the list may be offered an interview.

III. Documenting Interview Results & Candidate Notification: Department

The department will document the results of the structured selection interview according to Section V.4.E. on Department Selection interviews.

Those on the list will be notified by U.S. mail or e-mail as to the results of the interview. Personnel will be provided with evidence of said notification.

Results that allow additional persons to be considered for interview for Open Competitive and Promotional Eligible Lists are noted below:

	Results of the interview/offer of interview	Additional Names
1.	Interviewed and considered but not appointed	No
2.	Candidate requests removal from the list	Yes
3.	Candidate declines an interview	Yes
4.	Candidate does not respond to a mailed notice	Yes
5.	Candidate fails to appear for an interview	Yes
6.	Candidate appointed then declines position	Yes

IV. Verifying Interview Requirements and Candidate Notification: Personnel

Upon receiving a request for appointment from the department, Personnel will verify that the interview requirements have been met before an appointment can be valid. Personnel will verify electronically that departments have sent letters or emails. If the appointment is made through a request for the use of the Re-interview provision, Personnel will consider the appropriateness of this request. If the requirements have not been met, or Personnel determines that the use of the

Re-interview provision is not appropriate, the department will be contacted and told what interviews must be conducted and/or that candidates need to be notified of interview results. No job offer will be valid until all interview requirements have been met.

V. Removal of Names from the Eligible List: Personnel

Personnel will remove names from the Eligible List according to Section V.2.G. Removal of names from Employment and Eligible List, will be based on information provided by the department as a result of their interviews. Candidates will be mailed notices that their names are being moved and given an opportunity to respond to this action.