

**SANTA CRUZ COUNTY  
PERSONNEL ADMINISTRATIVE MANUAL**

<b>Topic: HIERARCHY OF EMPLOYMENT LISTS</b> <b>Section: FILLING OF VACANCIES - ELIGIBLE LISTS</b> <b>Number: V.2.A.</b>	<b>Date Issued:</b>	<b>Nov. 15, 1990</b>
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**PURPOSE:**

To define the order of referral of eligibles for appointment to positions within the County system.

**LEGAL BASIS:**

Section 110, Definitions of Personnel Regulations

Civil Service Rule Section VI.B and D.

Service Employees International Union (SEIU) Memorandum of Understanding – Negotiated September 2007.

**POLICY:**

The order of referral of employment lists will comply with Civil Service Rules VI.B.3 and will procedurally follow the below definitions. In summary, the order of referral is as follows (Please refer to procedures for the detail of requirements):

1. Departmental Overfill List
2. Departmental Reemployment List
3. Countywide Overfill List
4. Countywide Reemployment List
5. Open Competitive and Promotional Eligible Lists
6. Transfer, Intra-departmental Transfer, Reinstatement, Re-Entry, and Employment Training Lists
7. Alternate Eligible Lists
8. Alternate Employment Lists

**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. Priority of List Certification - Personnel Department:

The priority and order for certification shall be as follows:

A. Departmental Overfill List

1. Definition

A list of permanent or probationary employees whose positions have been classified downward but who remain in the former class, and who are entitled to preference in consideration for appointment to a vacant, regular position in that former class in the employee's department.

2. Priority

Certification from a Departmental Overfill List takes precedent over all other types of certification. No other types of appointments are possible in the face of a Department Overfill List unless the employee(s) decline(s) the offer of employment.

3. Order of Certification

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.

B. Departmental Reemployment List

1. Definition

A list of employees who had permanent status in a class, who have been laid off or displaced ("bumped") from that class, and who are entitled to preference in appointment to vacancies in that class in the department from which laid off or displaced.

2. Priority

Certification from a Departmental Reemployment List takes precedent over all other types of certification, except a Departmental Overfill List.

3. Order of Certification

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.

C. Countywide Overfill List

1. Definition

A list of permanent or probationary employees whose positions have been classified downward but who remain in their former class, and who may be considered for appointment to a vacant, regular position in the former class in departments other than that of the employee.

2. Priority

These lists have priority over all eligible lists except for Departmental Overfill and Reemployment Lists.

3. Order of Certification

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

1. Definition

A list of employees who had permanent status in a class, who have been laid off or displaced ("bumped") from that class, and who may be considered for appointment to vacancies in that class in departments other than the one from which laid off or displaced.

2. Priority

These lists are fourth in priority of certification.

3. Order of Certification

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 or Promotional Eligible List and 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

1. Definition

An official list of names of applicants who successfully passed an examination for a class and whose names are assigned in order of rank for certification to positions in a specific class.

Promotional Eligible Lists differ from Open Competitive Eligible Lists in that persons on the former have met the criteria set forth in Civil Service Rule VIII for participation in promotional examinations and placement on Promotional Eligible Lists.

2. Priority

Open Competitive and Promotional Eligible Lists have equal status and priority. Departments may request either or both lists after exhausting lists with higher priority.

3. Order of Certification

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 applicants that possess bona fide occupational qualifications that are specific to the position being filled. (See Policy on Selective Certification)

F. Transfer, Intra-departmental Transfer, Reinstatement, Re-Entry and Employment Training Lists

1. Definitions

- a. Transfer List. A list of employees appointed from an Open Competitive or Promotional Eligible List to a position in their current class, who may be given first consideration for appointment to vacant positions in their class in another department.

Qualified employees who were appointed to their present class from an Open-Competitive or Promotional Eligible List, and who are seeking appointment to a vacant position in another class at the same range, in a lower class, or in a

related higher class in the same broad occupational group where the required knowledges, skills and abilities of both classes are sufficiently related as determined by the Personnel Director and where the salary range of the new class is no more than five percent (5%) higher than the current class at the fifth (5th) step may also have their names placed on a Transfer List.

- b. Intra-departmental Transfer List. A list of employees in the General Representation bargaining unit desiring to move from one position to another position in the same class within the same department.
  - c. Reinstatement List. A list of former employees who have requested reinstatement to the same class or another class (pursuant to Civil Service Rules XIII.B) from which they resigned in good standing within two years.
  - d. Re-Entry List. A list of employees who were laid off or displaced when probationary, whose names may be considered for appointment to a vacant position in the class from which laid off or displaced.
  - e. Employment Training List. A list of full-time or part-time employees or volunteers who may be considered for vacancies pursuant to Civil Service Rules, Section IV. S.
3. Priority

Certification from Transfer, Intra-departmental Transfer, Reinstatement, Re-Entry, and Employment Training Lists may be made along with Certification from Open Competitive and Promotional Eligible Lists. Departments may choose to interview from any or all of these lists.

3. Order of Certification
- a. Transfer, Intra-departmental Transfer, Reinstatement and Re-Entry Lists. All names are referred together as a bloc in no particular order.
  - b. Employment Training List. All names on the Employment Training List are referred together as a bloc. Names appear on the list in order of the date originally placed on the list.

G. Alternate Eligible Lists

3. Definition

An Eligible List drawn from an Open Competitive or Promotional Eligible List for a class with comparable or higher employment

standards than the class with a vacancy. (See policy on Comparable Classes)

2. Priority

Certification from an Alternate Eligible List may be made when there are less than three applicants available from the Eligible Lists for the class in which the vacancy exists.

3. Order of Certification

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

H. Alternate Employment Lists

1. Definition

An employment list drawn from an Open Competitive or Promotional Eligible List for a class with comparable or higher qualifications than the class with a vacancy. (See policy on Comparable Classes)

2. Priority

Certification from an Alternate Employment List may be made when there are less than three applicants available from the Eligible List for the class in which the vacancy exists.

3. Order of Certification

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.