

Types of Eligible Candidate Lists

There are various types of certified lists that can be used to fill a vacancy for a given classification, including, but not limited to, the following.

- The first type of certified list is based on an open recruitment process. Candidates for an open recruitment may be from within the City or outside the City.
 - Candidates on these open lists are generally not ranked. However, all Fire recruits are ranked.
 - Any number of eligibles may be contacted and interviewed by the appointing authority.
- The second type of certified list, a promotional list, includes only City employees who have successfully applied and been certified as eligible for a promotional opportunity.
 - Candidates on promotional lists may or may not be ranked.
 - As required in the Personnel Manual (Index Code E-5), all eligible candidates on a promotional list will be notified of a pending vacancy; and the appointing authority¹ must interview all eligibles requesting an interview within a reasonable period of time.
- Transfer lists include employees looking for opportunities to expand their work experience. Such employees can request placement on a transfer list if they meet the minimum eligibility requirements for the job classification.
 - When a transfer list is available for a job classification for which a vacancy occurs, the Personnel Department will provide it to the department requesting a certified list. If a department requests that eligibles on an open list be certified, the transfer eligibles and open eligibles will be certified together and provided to the department.
 - Under the Civil Service Rules, transfer candidates are not automatically entitled to an interview.
- Former employees who have been terminated in a reduction in force process will be ranked on a reemployment list by seniority.
 - Employees on a reemployment list have priority over other lists.
- Rehabilitation transfer lists are part of the Vocational Rehabilitation Program for permanently disabled employees who are unable to continue in their former job classifications.

¹ An appointing authority is a person or group having the authority to make employment appointments – most often a department or designated individual(s) within the department.