

VI-1 REQUEST FOR ELIGIBLE APPLICANTS

The Sheriff or designee shall request eligible applicants in order to fill vacant positions in the classified service by submitting an official requisition in the manner prescribed by the Director of Human Resources.

VI-2 IDENTIFICATION/CERTIFICATION OF ELIGIBLE APPLICANTS

A. REQUEST PROCEDURE

Upon receipt of a requisition, Human Resources shall identify/certify eligible applicants to continue in the selection process and the following shall be observed:

1. If the requisition is to fill a position in a classification for which there are reinstatement applications from employees laid off from that classification in the Sheriff's Department, only the employees laid off from the Sheriff's Department will be identified/certified. The Sheriff shall appoint from the identified/certified applicants.
2. In all instances other than that described in A.1, the Sheriff's Department shall indicate on its requisition one of the following competition sources and applicants shall be identified/certified as follows:
 - a. If "Department Promotion Only" is specified, only internal eligible applicants of the Sheriff's Department will be identified/certified.
 - b. If "County Promotion Only" is specified, only eligible applicants who are County employees will be identified/certified.
 - c. If "Open Competitive" is specified, all eligible applications will be identified/certified.

VI-2 B. NUMBER OF NAMES OF ELIGIBLE APPLICANTS

1. SINGLE VACANCY

For one (1) vacancy, Human Resources shall identify/certify the names of the five (5) eligible applicants with the highest final ratings or any lesser number of eligible applicants if fewer than five (5) names are contained in the recruitment process. Any recruitment for one (1) vacancy which contains at least three (3) names shall constitute a complete recruitment. If fewer than three (3) eligible applicants are available for identification/certification, those

VI-2 B. 1. available will be authorized to participate in the selection process with the concurrence of the Sheriff.

2. MULTIPLE VACANCIES

If a requisition is received to fill more than one (1) vacancy from the same recruitment, Human Resources shall establish procedures for identifying/certifying additional names.

C. AVAILABILITY OF ELIGIBLE APPLICANTS

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

VI-3 SELECTIVE CERTIFICATION

Human Resources may make a selective certification of eligible applicants to the Sheriff from identified/certified applicants 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, Human Resources shall break any ties by the following methods in the order named:

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

VI-5 TIMELINESS OF SELECTION PROCESS

- A. The life of a recruitment process during which action may be taken shall be fixed by Human Resources giving consideration to the area, type of position, and other factors, and may be extended by the Director of Human Resources.

- VI-5 B. A change in an applicant's status or application may affect his or her identification/certification as an eligible applicant.
- C. A promotional recruitment process shall expire in twelve (12) months unless the recruitment process is specifically extended for a maximum of one additional twelve (12) month period by the Director of Human Resources at the request of the Sheriff. A final extension may be granted by the County Administrator for up to an additional twelve (12) months.
- D. A public recruitment process shall expire in twelve (12) months unless the recruitment process is specifically extended for a maximum of one additional twelve (12) month period by the Director of Human Resources at the request of the Sheriff.

VI-6 SELECTION FROM ELIGIBLE APPLICANTS

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