

CHAPTER 7

CERTIFICATION OF ELIGIBLE APPLICANTS FROM REGISTERS

1.0 REQUEST FOR CERTIFICATION. If a vacancy occurs in any position in any County Department or if new positions are established and new employees are needed, a written request must be submitted by the Administrative Officer to the Human Resources Director upon the prescribed form. This request shall state the number of positions to be filled in each class, identifying each class title and all other pertinent information. Such prescribed form shall indicate prior approval as to budget availability of funds by the Davis County Clerk/Auditor.

2.0 In addition to standard job posting communications, open positions will be directly communicated to Davis County employees on a regular basis. Managers shall review internal applicants before reviewing external candidates for an open position, where practical.

3.0 If a merit employee does not apply within the first week, they may still be considered but will have to compete with other eligible applicants and will not receive preference because of their merit status. Exceptions to this may be made to further affirmative action goals or to comply with employment laws.

4.0 CERTIFICATION METHODS. Upon receipt of an approved requisition, the Personnel Director shall certify and submit in writing to the Administrative Officer the names of persons from the most appropriate eligible register. If one (1) position is involved, the Human Resources Director shall certify and submit the five (5) highest available names from the register established as a result of an open-competitive merit examination for that class of position. If more than one (1) position is involved, the Human Resources Director shall, for each class of position, certify and submit from each of the above-described registers a total number of names equal to five (5) times the number of positions to be filled. However, the Human Resources Director may certify and submit more than five (5) names for each position to be filled if the Human Resources Director determines that circumstances justify the certification of a larger number of eligibles from the register. If the register established as a result of a County merit examination for a specific class of position is exhausted, then the Human Resources Director shall certify and submit the names in accordance with the above procedure from the register or registers most appropriate. The certification shall include, for each individual on the certification, his or her name and register rating, and shall be accompanied by a copy of the application form. All persons having exactly the same final grade as the fifth person available on the register shall be certified.

5.0 If approved by the Human Resources Director, and consistent with the approved County Affirmative Action Plan, the highest ranked, female, and/or minority group member may be

certified to the hiring Administrative Officer in addition to the regular certification list. Such special certification must only be done when analysis shows a particular group to be under represented in the department's work force. If an identified group is represented in the regular certification, no additional certification for that particular group shall be made.

6.0 For a class of position where the number of declinations is large, the Human Resources Director may furnish more than the number of names provided in 4.0, designating such names as a reservoir of eligibles from which selection may be made in the event of declinations by the higher ranking certified eligibles, also that a lesser number may be certified when there is not the required number on the eligible registers, but in accordance with Chapter 6, 5.0-5.1, on "Duration of Registers."

7.0 An eligible applicant who accepts a probationary or regular appointment shall, by such acceptance, authorize his or her name to be removed from any County register on which his or her name appears.

8.0 Any provision for retention on registers, admission to open-competitive examinations, or transfers between County departments by merit-covered employees shall be provided for in the Merit System Procedures.

9.0 An eligible applicant may be considered not available by the Human Resources Director if they fail to reply to a written inquiry of availability within three (3) days after the transmission of inquiry to their last known address, or if they fail to reply within forty-eight (48) hours of a message left on a telephone answering machine.