

**Regulation 10 to be amended as follows:**

**REGULATION 10: ELIGIBLE LISTS**

**10.01 - TYPE OF LIST.** The Director shall establish and maintain such lists of eligibles for the various classes of positions as deemed necessary or desirable to meet the needs of the service. Appointment from the various types of lists shall be made in the order defined in Regulation 11.02.

**10.01-1 - LAYOFF LIST.** An employee having permanent or probationary Civil Service status in a specific class of work, but who is not working in such class because of layoff due to a lack of either work or funds, or a departmental reorganization resulting in abolition of his or her~~their~~ position, shall have his or her~~their~~ name placed upon the appropriate layoff list for his or her~~their~~ class of employment. Names shall be placed on a layoff list in order of a combination of performance rating credit and seniority in the Civil Service as provided for in Civil Service Regulations 16.012 and 16.013. (Sec. 7-401 (o) C.C.)

**10.01-2 - CAREER ADVANCEMENT ELIGIBLE LIST.** Comprised of all qualified candidates who have permanent civil service status in a career advancement class and are eligible for promotion to the next higher level class in the career advancement series.

**10.01-3 - PROMOTIONAL ELIGIBLE LIST.** Comprised of all qualified candidates who have permanent civil service status and who have passed an examination and are ranked in order of relative excellence.

**10.01-4 - DEPARTMENTAL PROMOTIONAL ELIGIBLE LIST.** Comprised of all qualified candidates who have permanent Civil Service status in a specified department and who have passed an examination and are ranked in order of relative excellence:

A. as sub-sets of a city-wide eligible list consisting of the names of all candidates from each department. The names of all candidates from a department will be considered a departmental promotional eligible list within the city-wide promotional eligible list. In accordance with Regulation 11.023, the appointing authority may request certification of eligible candidates from his or her~~their~~ department before receiving a certification of eligible candidates from other departments

B. on an eligible list established as the result of an examination announced only for the employees of a designated department.

**10.01-5- ACCOMMODATIONS LIST.** Comprised of employees having permanent Civil Service status in a specific class of work, but permanently unable to perform the essential functions of their current position, with or without a reasonable accommodation. The employee shall, upon application to and approval by the Director of Human Resources, have their name placed upon the Accommodation List for class(es) of employment at or

below the established pay range of the employee's current position, and for which the Director has determined that the employee is qualified and can perform the essential job functions. Names shall be placed on the Accommodations List in order of the date a request is approved by the Director of Human Resources, then the time such request is approved. Employees seeking a permanent position at a higher pay range shall continue to have the opportunity to apply for promotional opportunities in accordance with all provisions of the applicable Civil Service Regulations.

10.01-5-6 - OPEN COMPETITIVE ELIGIBLE LIST. Comprised of all qualified candidates who have passed an examination and are ranked in order of relative excellence.

10.01-67- ELIGIBLE LIST FOR UNSKILLED LABORERS. The Director shall establish eligible lists for the class of Laborer and such lists shall be used for certification only to positions allocated to that class or to other similar classes that do not require any previous experience or training. All candidates shall be placed on the eligible list for the class of Laborer according to the method determined by the Director, provided however, that candidates for Laborer need not take written examinations. Rank on the eligible list will be determined in accordance with the provisions of Regulation 9.067. Every applicant for appointment to a Laborer position shall be required to pass such qualifying tests of fitness as may be prescribed by the Director.

10.01-7-8 - APPROPRIATE, RELATED LIST. In the absence on an eligible or layoff list for a class within which a vacancy exists, the Director may certify from a list of a related class that the Director determines to be appropriate. Such appropriate, related list should be for a class having substantially the same or higher level requirements than the class in which the vacancy exists. The appropriate related eligible list from which the eligible candidate is certified should be for a class that is paid higher than, equal to, or one range lower than the class in which the vacancy exists and the eligible candidate is appointed.

10.01-8-9 - Combined Eligible List for the Bilingual Specialty and Another Specialty of a Class. When a single examination is announced to fill positions both in the bilingual specialty of a class and in another specialty of the same class, a combined eligible list will be produced containing the names of all candidates who have passed all weighted parts of the examination. Candidates for the bilingual specialty must pass a qualifying examination as verification of their ability to communicate fluently in a Non-English language or in American Sign Language. Candidates who pass the bilingual qualifying examination will be identified on the eligible list as bilingual - fluency verified in a specified language or languages and will be eligible for certification and appointment to positions in the bilingual specialty. Candidates who fail the bilingual qualifying examination will not be eligible to fill positions in the bilingual specialty but will remain on the eligible list in their original rank and will be eligible to fill positions in the specialty that does not require fluency in a Non-English language or in American Sign Language.