

Regulation 11 to be amended as follows:

Regulation 11 – Requisition, Certification and Appointment

11.02 - LISTS USED FOR CERTIFICATION. The Director shall determine the basis on which individual examinations shall be given and the types of eligible lists that will be established as a result of the examinations. This information must be specified on the announcement of the examination. Certifications are to be made from the different types of lists in the following order, provided however, that as to the order of the lists described in Sections 11.0232 and 11.024 the Director may make exceptions:

11.02-1 - LAYOFF LIST. *First*, certification shall be made from the proper LAYOFF LIST to fill vacancies that cannot be filled by certification and appointment from a departmental promotional eligible list.

11.02-2 - CAREER ADVANCEMENT LIST. Notwithstanding contrary provisions of these Regulations, for the *in-place* promotion of an employee in a career advancement series class to the next higher-level class within the series, certification shall be made first from the CAREER ADVANCEMENT LIST. However, appointments to *unfilled* positions at any level in the series shall not be made from this list.

11.02-3 - PROMOTIONAL ELIGIBLE LISTS. *Second*, certification shall be made from either the DEPARTMENTAL PROMOTIONAL or INTERDEPARTMENTAL PROMOTIONAL eligible lists for the proper class, as the appointing authority may deem appropriate for each certification.

~~If an appointing authority decides to use the departmental list, and there are insufficient eligible candidates remaining on the departmental list, that appointing authority may request certification of the top ranking eligible candidates on the interdepartmental list to pair with the candidates from the departmental list so that the appointing authority can select from a full certification. Certification will be in accordance with provisions of Regulation 11.03.~~

11.02-3-1 - If an appointing authority decides to use the departmental list, and there are insufficient eligible candidates remaining on the departmental list, that appointing authority may request certification of the top ranking eligible candidates on other the interdepartmental lists to pair with the candidates from the departmental list so that the appointing authority can select from a full certification. Such pairing will be made first from the Accommodations list. Certification pursuant to this provision will be in accordance with provisions of Regulation 11.03.

11.02-3-1-1 DEPARTMENTAL. This list shall consist only of persons with permanent status who are employed in the department in which the vacancy exists and who passed the examination on a promotional basis.

11.02-3-1-21 - Any person who, during the life of an eligible list is transferred, promoted or demoted from one department to another, will not be eligible for certification from that departmental list under Section 11.0231 for a period of ninety (90) days.

11.02-3-2 - INTERDEPARTMENTAL. This list shall consist of all persons with permanent status who passed the examination on a promotional basis.

11.02-4 ACCOMMODATIONS LIST. *Third*, certification shall be made from the Accommodations list for the designated title. This list shall consist of employees having permanent Civil Service status in a specific class, but permanently unable to perform the essential functions of their current position in the class, with or without a reasonable accommodation, upon application to and approval by the Director of Human Resources in accordance with Regulation 10.01-5.

11.02-45 -- OPEN COMPETITIVE ELIGIBLE LIST. *Third*~~Fourth~~, certification shall be made from an OPEN COMPETITIVE LIST of the proper class.

11.02-65 - APPROPRIATE OR RELATED ELIGIBLE LIST. *Fourth**Fifth*, in the absence of an eligible list for the class of position requisitioned, the Director may certify to the position eligibles from an APPROPRIATE or RELATED LIST.