ARTICLE IV
ELIGIBLE AND PRIORITY LISTS

ESTABLISHMENT OF ELIGIBLE LISTS

Sec. 25. The Executive Director shall direct the establishment of eligible lists for classifications in the classified Civil Service. Names shall, without exception, be placed on promotional eligible lists in the rank order of total score achieved. On open-competitive examinations, name placement by either rank or band order may be utilized. Names derived from continuous open-competitive examinations and placed on eligible lists shall also be subject to rank or band order as stated above, but the rank or band order of any candidate shall be subject to revision based on the passing scores achieved by applicants in succeeding administrations of the specific continuous examination. In non-competitive examinations, qualifying applicants shall be placed on eligible lists by application file number.

LIFE OF ELIGIBLE LISTS

Sec. 26. Eligible lists derived from open-competitive examinations shall generally expire one year from their established effective dates. Promotional eligible lists shall expire after two years. After conducting a poll of candidates on an eligible list for continued interest in City employment and determining the list's utility, an eligible list derived from an open-competitive examination may, subject to Commission review, be either reduced or extended by the Executive Director; however, the total life of such list shall not exceed three years.

Eligible lists for those classifications for which the continuous testing process is used shall expire six months from their effective dates.

CERTIFICATION FROM OPEN ELIGIBLE LISTS

Sec. 27. When no priority list exists for an open-competitive classification and a personnel requisition for that classification is received by the Civil Service Department, the Executive Director shall certify names in rank or band order from the eligible list established for that classification. The minimum number of names certified shall be four plus the number of vacancies; however, each candidate, on the specific eligible list from which certifications are being made, whose whole number score or band score is the same as the whole number or band score of the last candidate certified to the requisition, shall also be certified. The appointing authority may then select from any of the names certified, but shall attempt to notify and interview the candidates in rank order when they are not score banded. Score banded candidates may be selected randomly; however, when two or more score bands are certified to the same requisition, candidates in the higher score bands must be offered an interview before selecting from lower bands. After making a selection, the appointing authority shall indicate on the requisition the person or persons selected, and the disposition of all other candidates in order of certification up to the candidate selected, and shall re-transmit the requisition to the Executive Director at the