COMBINING ELIGIBLE LISTS

Sec. 33. When two or more classifications are consolidated and priority or eligible lists exist for the classifications prior to their consolidation, the Commission may, at its discretion, order the Executive Director to combine the priority and/or eligible lists or, in the event that only one of the classifications so consolidated has an eligible list, to use that list when filling vacancies in the classification resulting from the consolidation. The names of persons on affected eligible lists shall be combined in the rank order of the total score achieved on the examination given to establish the original eligible lists. The names which are placed on a combined priority list shall be ranked according to their seniority.

WAIVER OF APPOINTMENT - PRIORITY LIST
LIFEGUARD SERVICE

Sec. 34. A person whose name is on a priority list created for the position of Lifeguard (Seasonal) shall waive his/her right to appointment and be removed from the priority list if he/she fails to: a) respond to a notice of certification within five days after written notice to do so, or b) fails to report for duty on the day set by the appointing authority. However, the Commission, at its discretion, may permit a person to waive his/her right to appointment, for one season only, if he/she provides acceptable written reasons; i.e., sickness, accident, or summer school attendance, to the Commission.

CERTIFICATION FROM PRIORITY LISTS

Sec. 35. When it has been determined that a priority list exists for a classification requisitioned by an appointing authority, the Executive Director shall certify names from that priority list. The order of certification and appointment shall follow the rank order of the names on the priority list.

CERTIFICATION FROM ALTERNATE ELIGIBLE LIST

Sec. 36. Whenever a requisition is received in the Civil Service Department to fill a vacancy in a classification for which no priority or eligible list exists, the Executive Director may certify names from priority or eligible lists established for comparable or higher classifications in the same job speciality. If no lists exist for comparable or higher classifications in the same speciality, certification may be made from an eligible or priority list established for an allied classification of comparable or higher qualifications and duties. A permanent appointment under this Section shall have no effect on the appointee's rank order or status on any eligible or priority list established for a comparable, higher level, or allied classification.

NOTIFICATION OF CHANGE OF ADDRESS

Sec. 37. Every job candidate whose name has been placed on an eligible list or priority list, shall keep the Commission informed of his/her correct mailing address. Information submitted shall be signed by the candidate and shall include the name of the list or lists upon which his/her name appears. As necessary, the Commission shall send any notice required to the address furnished by the candidate. Failure by the candidate to keep the Commission informed of his/her correct address may be considered a waiver of his/her rank order of certification and his/her right to appointment from any list or lists.