

PERSONNEL REQUISITION GUIDANCE

Request to fill permanent position using the same title and grade (Civil Service Rule 8.0): The department determines the need for personnel, either actual or foreseen.

[\(Click here to Civil Service Rule 8, Go to Section A.1\)](#)

Promotional Lists - [\(Click here to Civil Service Rule 8, Go to Section A.3\)](#)

Civil Service Rule 8 shall not apply to titles represented by the Professional Employees bargaining unit or the Professional Supervisory Employees bargaining unit. [\(Click here to Civil Service Rule 8, Go to Section A.4\)](#)

Eligibles off the promotion list must be hired before hiring eligibles off the original entrance list.

Original Entrance List - [\(Click here to Civil Service Rule 8, Go to Section B.1.a\)](#)

Multiple vacancies on a single requisition: [\(Click here to Civil Service Rule 8, Go to Section B.1.c\)](#)

The appointing officer may reject the eligibles on an original entrance list if fewer than three entrants are listed. [\(Click here to Civil Service Rule 8, Go to Section C\)](#)

Please reference the Civil Service Rules on the following:

Eligible lists: [\(Click here to Civil Service Rule 7.0\)](#)

Reporting For or Waiving Employment: [\(Click to Civil Service Rule 9\)](#)

Promotion Requirements: [\(Click to Civil Service Rule 14\)](#)

Provisional Employment: [\(Click to Civil Service Rule 11\)](#)

Temporary Employment: [\(Click to Civil Service Rule 12\)](#)

Policy for Contract Workers (effective 3/29/2001):

Vacant positions shall be filled in conformance with current civil service rules and labor agreements.

Positions that are open and unfilled due to employee illness or leave of absence shall not be considered as vacant positions.

Before a contract worker may be used to fill a vacancy, the current eligible list for the title must be reviewed to determine if an eligible is available for the temporary work. No contract worker may be used to fill a vacancy if there is an eligible available for the temporary work. This provision shall not apply if the work is anticipated to last less than six (6) weeks.

When no eligible list exists for the position to be filled, a vacant position may be filled with a contract worker. The appointing officer must indicate in making such a request that such employment is in fact temporary. No person shall serve as a contract worker for more than 1040 hours, unless the Human Resources Director approves such extension before the use of the full 1040 hours. Under no circumstances can the hours be extended beyond 2080 hours.

IF YOU HAVE FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Human Resources (651) 266-6500