

Administrative Regulation

Classified Service, Duties of Eligible Appointees to

It shall be the duty of every eligible to respond by the next regular working day following receipt of the notice of certification.

The personnel director shall direct all notices to the mailing address, place of residence, or telephone number indicated by the applicant, candidate, or eligible on the application on file in the Office of Personnel Services. It is the responsibility of the applicant, candidate, or eligible to report promptly to the Office of Personnel Services any change in contact information.

An eligible who has been certified shall be allowed 72 hours to accept or reject an offer of appointment to a permanent position and shall be allowed two weeks to report for duty. If unable or unwilling to report by the end of two weeks, the eligible may be considered to have refused appointment; and the appointing authority may request certification of another name from the eligibility or reemployment list.

1. The date of the offer of appointment shall be the date on which the eligible is notified by the Office of Personnel Services of his/her selection.
2. Notification may be made by telephone, email, or registered or certified mail.
3. The appointing authority may allow a period longer than two weeks at its discretion.
4. When appointment is to a limited-term position, the eligible must be available on the date specified by the appointing authority.

When fewer than three eligible appointees are available on the promotional list, sufficient names shall be certified from the open list to allow a choice among three eligible candidates.

When fewer than three eligible candidates are available for certification, the available eligible candidates shall be certified; however, the appointing authority may choose not to appoint any of them and may request a new examination.

Ref: EC Section 45272

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