AUHR 3.02   ELIGIBLE LISTS

General

An Eligible List is a record of the names of those candidates who meet the minimum qualifications for a position and/or successfully pass other requirements of the recruitment process. Eligible lists are developed from recruitment processes (see the HR Administrative Rule on Recruitment) that are based on the assessment of specific knowledge, skills, abilities, licenses and other job-related qualifications for a position or a group of positions in the same specialty or classification. Names of candidates are placed on an Eligible List after successful participation in the process designed for a specific recruitment. There are two types of lists:

Ranked List

All candidates successfully passing the recruitment process are placed on the eligible list in order of their final score. The Auditor's Office does not use written Civil Service exams as a minimum qualification for classified positions.

Equally Ranked List

All candidates successfully passing the recruitment process are given the rank of one (1) and placed on the equally ranked eligibility list in alphabetical order. The hiring managers develop position specific criteria to select candidates for the selection process. This method is commonly used by the Auditor's Office.

Life Span of Eligible Lists

Eligible lists for positions represented by a union are maintained by the Bureau of Human Resources. Management Services will assist hiring managers with a recruiting process for a represented position per procedures outlined in Human Resources Administrative Rule 3.02.

Eligible Lists for non-represented classifications generally will be abolished after the position is filled. They may be resumed at the discretion of the Auditor.

Referral/Certification from Eligible List

1. When a hiring manager decides to fill a vacancy in the Auditor's equivalent of the classified service from an Eligible List, Management Services will submit a hiring requisition through the City's electronic recruitment application/.

2. Employees on the injured worker list and the recall list must be given priority prior to certifying any additional names, in the following order: First to any

qualified injured worker (see HR Administrative Rule Injured Employee Return To Work); second to the most senior person on the recall list meeting minimum qualifications (see HR Administrative Rule Layoff & Recall), and third to any qualified employee participating in the City redeployment program (See HR Administrative Rule Redeployment).

3. The names of any qualified employees who have requested a transfer will also be submitted along with the Referral/Certification list.

4. For ranked lists, names shall be certified by criteria as determined by the Auditor's Office.

5. For equally ranked lists, all applicants will be referred/certified to the Auditor's Office.

In the absence of a current list, the Auditor may direct that an alternate list where applicants tested for substantially similar skills be certified/referred. See Referral/Certification from Alternate Eligible List Through Exam Comparability below.

Selective Referral/Certification

When a hiring manager needs to hire a person who has specific, special skills outside the basic requirements, the City Auditor may selectively refer/certify the names of eligible candidates on the basis of the specific knowledge, skills, abilities or other characteristics required by a particular position.

The Requisition must include the criteria on which the selective referral/certification will be based. The human resources referral/certification will contain the candidates who fit the selective criteria.

Referral/Certification through Training Plans

See Administrative Rule on Training Plans for the promotion of employees in the Auditor's equivalent of the classified service through satisfactory completion of training, education and career-development assignments.

Referral/Certification from Alternate Eligible List Through Exam Comparability

A hiring manager may request to fill a vacant position using an alternate eligible list when no current eligible list exists for the classification of the vacant position, if the City Auditor or designee determines that the recruitment for the alternate list contained the knowledge, skills and abilities required for the classification of the vacant position.

Withholding Referral/Certification

The City Auditor may remove or withhold from Referral/Certification the names of any person on an eligible list who they determine:

1. lacks the minimum qualifications specified on the announcement; or

2. has made false statements of any material fact or has practiced or attempted to practice deception or fraud in the application, examination or in seeking eligibility for appointment; or

3. is physically unable, with reasonable accommodation as prescribed by federal and state law, to perform the duties of the class; or

4. has been convicted of a felony or other crime involving moral turpitude and such felony or other crime is directly related to the job applied for; or

5. has been dismissed from the City service for cause; or

6. has used or attempted to use political pressure or bribery to secure an advantage in examination or appointment; or

7. has resigned in lieu of discipline or termination or during a disciplinary investigation.

8. if the Auditor determines that persons on the list present an actual or perceived impairment to the independence of the Auditor's Office.

Prior to taking action under (5) or (7) above the City Auditor will determine whether there are any special circumstances or accommodations that should be considered.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 3.02 Eligible Lists.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.