

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

September 26, 2012

659 ORDER OF PRECEDENCE IN CERTIFICATION TO VACANCIES

- A. Except as provided for in Paragraph F below, certification from employment lists and application lists shall be made by the Employment Transactions Services Branch of the Personnel Commission in the following order:
1. Reemployment list for the class to which appointments are to be made or change of location list, only during Employment Transactions Services Branch designated Change of Location Period.
 2. Most appropriate reemployment list.
 3. Promotional or open-and-promotional eligibility list and lists of all candidates for transfer and change of location for the class to which appointments are to be made.
 4. Open eligibility lists and lists of all candidates for transfer and change of location for the class to which appointments are to be made.
 5. A District-wide eligibility list has priority over an area eligibility list.
 6. Most appropriate promotional or open-and-promotional eligibility list.
 7. Most appropriate open eligibility list.
 8. Application list for the class to which appointments are to be made.
- B. For the purposes of this Rule, a reemployment list is a list of employees who have
1. been laid off due to lack of work or lack of funds
 2. been demoted while serving a probationary period, have permanent status in a lower class, and have not been placed
 3. returned from military leave or military service pursuant to Rule 820, Paragraph G, and have not been placed
 4. exhausted all paid or unpaid leaves of absence following an illness or an accident or industrial illness as provided in Rule 804 or Rule 808
 5. returned from Peace Corps, Red Cross, or Merchant Marine leave and have not been placed in accordance with the provisions of Rule 805.

CHANGE:

Rule amended to allow for the opportunity for a change of location, as requested by current employees, during a designated period of time..

Remove: September 8, 2008, page 1 of 2. Add: September 26, 2012, page 1 of 2.

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- C. When dual certification has been authorized, open eligibles shall be certified before promotional eligibles if they have higher scores without adjustment for veteran's credit than the scores of the highest available promotional eligibles after seniority credit has been added. Certification from the eligibility lists shall be from the three ranks of eligibles having the highest scores as provided in this paragraph. When only open eligibles remain on the list, eligibles shall be reranked according to their scores after the addition of veteran's credit where applicable.
- D. For a class for which continuous examination procedures have been authorized, the most appropriate reemployment list or eligibility list shall be determined by the Personnel Director, Deputy Personnel Director, or the Chief Human Resources Specialist, Selection Branch. The list chosen as most appropriate shall be for a class at an equal or higher salary range or rate. Also, the most appropriate reemployment or eligibility list shall be for a class for which entrance qualifications and fields of potential promotional candidates are similar, and the examination content must have approximated or exceeded the examination that would have been given for the class to which appointments are to be made.
- E. For any class for which continuous-examination procedures are not authorized, the Personnel Commission will consider for its approval all proposals to make use of a most appropriate list or most appropriate reemployment list in order to assure adequate public notice of proposals. Accompanying each recommendation shall be a statement of the reasons for the proposal, together with information regarding
1. the salary range or rates of the two classes
 2. the extent to which entrance qualifications and fields of potential promotional candidates for the two classes are similar
 3. the extent to which similar examination content for the two classes is appropriate.

When a proposed use of a most appropriate list is submitted to the Personnel Commission and an objection or request for deferral of approval is made, the Commission will defer action until its next regular meeting. Any basis for objection must be submitted to the Commission in writing at the meeting following the deferral of action.

- F. For the purposes of this Rule, the Personnel Commission designated Change of Location Period is a limited period of time determined by the Employment Transaction Services Branch (ETSB), Assistant Director, Personnel, during successively planned Reduction-in-Force (RIF) events that allows for a change of location of an employee as provided for in Rule 715. Change of location requests must be filed with ETSB prior to implementation during the designated Change of Location Period on forms prescribed by the Personnel Commission.

CHANGE:

Rule amended to allow for the opportunity for a change of location, as requested by current employees, during a designated period of time..

Remove: September 8, 2002, page 2 of 2. Add: September 26, 2012, page 2 of 2.