

Managing the Eligible Register

PRESENTED BY

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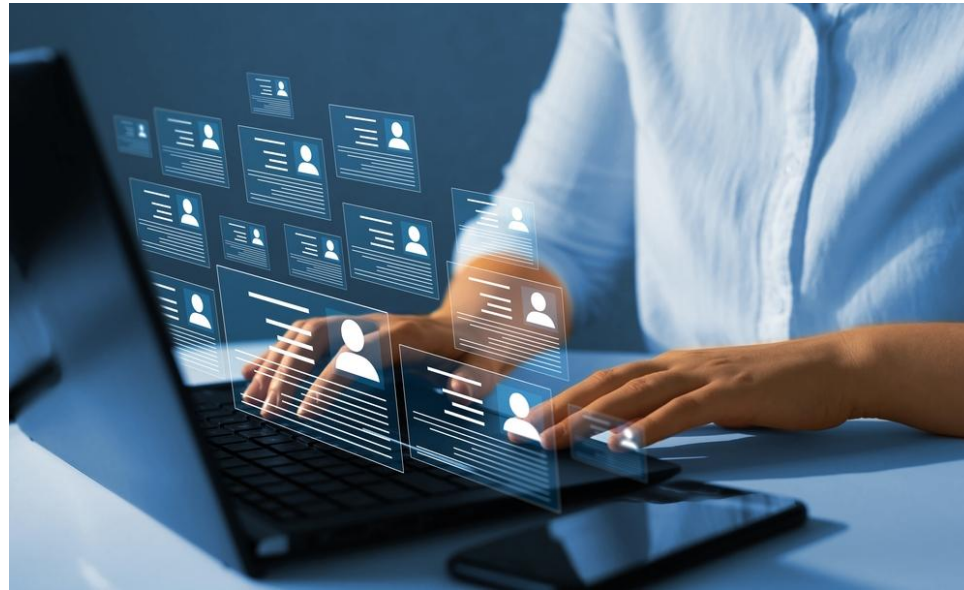
Principal, Foster Garvey

FOR

44th Annual Civil Service Conference

What is the eligible register?

The eligible register is the **list** of qualified candidates the appointing authority may consider for appointment.



Why limit consideration to few eligible candidates?

This an anachronistic notion that requiring selection from the top of list of eligible candidates may avoid political, religious or other favoritism.



Job announcement / posting

Be sure that job announcement / posting and advertising is consistent with

1. Classification and/or job description
2. Established eligibility criteria
3. And consider potential for delayed eligibility

Delayed eligibility

A candidate may participate in exam process if qualification criteria may be established during duration of the eligibility list.



Resolve appeals before certification?

Or certify subject to later change in list?



Rule of 1, 3, 5, 8, ?

- Promotions within a bargaining unit are mandatory subjects of bargaining
- Collective bargaining agreement confirmed rule of 5
- City authorized Commission to implement standards
- [In 2002, the legislature amended former RCW 41.06.150(2) to omit the benchmark rule of six, providing rulemaking authorities with even greater flexibility to enact rules governing the number of names to certify.]
[See LAWS OF 2002, ch. 354, §§ 203, 411.]
- *See, Vahle v. City of Lakewood (2020).*

Preference points?

Mandatory: Veterans Preference

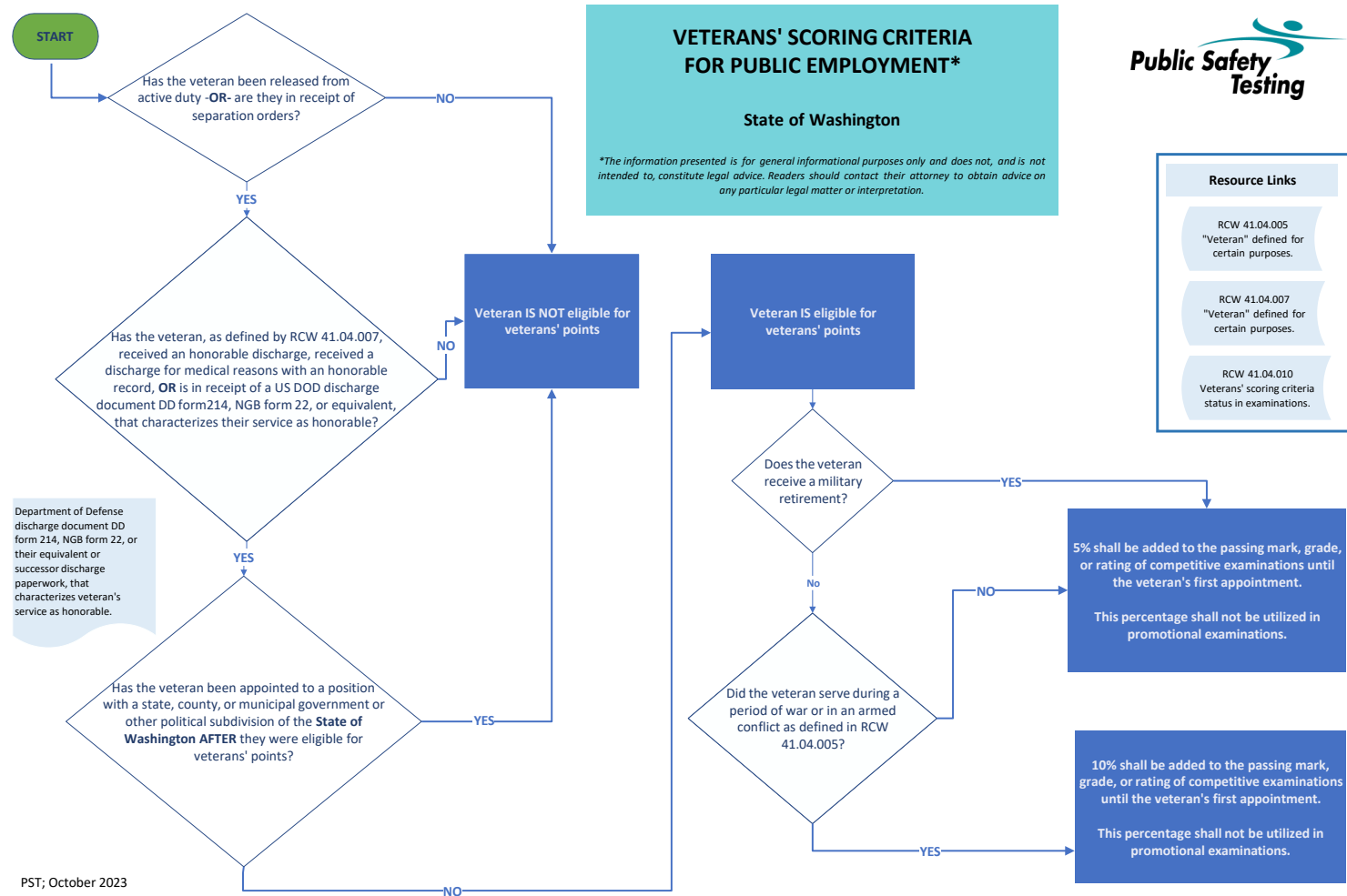
Optional:

- a) 10% to a candidate who has obtained full professional proficiency or who is completely fluent as a native speaker in two or more languages other than English;
- b) 5% to a candidate who has obtained full professional proficiency or who is completely fluent as a native speaker in one language other than English;
- c) 5% to a candidate with two or more years of professional experience or volunteer experience in the peace corps, AmeriCorps, domestic violence counseling, mental or behavioral health care, homelessness programs, or other social services professions; and
- d) 5% to a candidate who has obtained an associate of arts or science degree or higher degree.

RCW 41.04.012 limits

- Preference points may not be aggregated to exceed more than 15% of the applicant's examination score.
- The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the candidate's first appointment. No preference points under this subsection may be used in promotional examinations.

Veterans' Preference flowchart



Who certifies?

Rules should provide that Secretary/Chief Examiner or other administrative staff certify.



Subsequent testing?

- Background?
- Polygraph?
- Medical?
- Psychological?
- Other?
- Interview?

Who disqualifies candidate?

Removal of a Commission-approved candidate must be through Commission:

- typically, by administrative action of the secretary/chief examiner and
- subject to appeal to the Commission.



Lateral and entry-level lists?

Why not simultaneous registers of otherwise eligible candidates?

- Department can choose experienced or new hire.

Move quickly!

In a challenging employment environment, the appointing authority must be able to act expediently to provide for appointment of an eligible candidate.



Questions?

Thank you.



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