

Informational Item – Proposed Addition to Civil Service Rules

Limited Certification – Article VIII Section 1 Add as New Language under Section (C)

When there is a need to fill a position that requires a special skills, licenses, language proficiency, or specialized training, the department may request that only those eligible be certified who have been identified by the Human Resource Director as having the requisite special skills, licenses, language proficiency, or specialized training. The nature of any such special skills, licenses, language proficiencies, or specialized training shall be identified on the bulletin issued for that class. Before such names may be certified, the department must affirm that there are no employees in the class in the department available to fill the position who possess the requisite special skills, licenses, language proficiency, or specialized training. Such certification shall be in order of standing and shall follow the requirements in (a) of this section.