
area of consideration is announced simultaneously for a particular class, an appropriate eligibility list shall be established for each competitive examination or area of consideration for that class.

904.402 Establishment of Eligibility Lists

Names of qualified candidates shall be placed on eligibility lists in rank order of qualifying scores after appropriate examination. This list shall be designated as an "Eligibility List" for that class and area of consideration. After the eligibility list has been approved by the Director of Education/Superintendent, it shall then be considered "established".

904.403 Ranking of Eligibles

After each examination, the Director of Education/ Superintendent shall prepare a list of person with passing scores. The names of such persons shall be placed on eligibility lists in the order of their final earned rating, starting with the highest. Prior eligibility lists resulting from a continuous examination announcement shall be merged by ranking the names of all successful applicants in order of their final earned rating.

904.404 Determination of Rank in Event of Tie

Final earned ratings shall be calculated to two decimal places and ranked from highest to lowest. When, upon certification of eligibles in accordance with Rule of Five (Rule 904.410) a tie score occurs within the top five/ten eligibles, such tied scores shall not be broken and all such eligibles shall be certified as being the fifth eligible.

904.405 Duration of Eligibility

An eligible on a DOE employee only, or open competitive eligibility list, shall have eligibility for employment consideration for one year from the date the list was established. Once a list is established, its life should be viable for one year. Whenever a position is re-