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The Personnel Services Administrator may submit a supplemental certification of eligibles to provide the Director of Education/ Superintendent with a full certification.

- A. The supplemental certification may be used only upon the failure to appear for an interview, refusal of appointment by eligibles or the rejection of eligibles by the Director of Education/Superintendent or cause.
- B. The additional eligibles to be certified shall be of such number that will provide the Director of Education/ Superintendent with a full certification.
- C. The Director of Education/Superintendent shall contact eligibles in descending order to ascertain their interest in the vacant position. If the last eligible contacted is one of two, or more eligibles with identical examination scores, such two or more eligibles shall also be contacted.

**904.413 Selective Certification**

- A. Upon approval of the Director of Education/Superintendent, selective certification may be made when specific identifiable qualifications and skills are essential to successful performance of the duties and responsibilities of the position. The factors shall pertain to knowledge, skills and abilities pertinent to certain program operations when these qualifications and skills cannot be readily acquired after appointment. As a standard for determining qualification on a selective factor basis, applicants must have at least six months of work experience in the particular selective knowledge, skill or ability or the equivalent in education.
- B. Selective certification may also be made which specifies a bona fide Occupational Qualification Requirement (BFOQ) when justified. For example, certification based on sex is a BFOQ when the duties and responsibilities involve certain institutional or custodial services which can be properly performed only by a member of the same sex as the recipient of the services.

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- C. All selective certifications must be indicated on the proper job announcements and be job-related.

**904.414 Interview of Eligibles and Notification of Selection/Non-Selection**

- A. The Director of Education/Superintendent shall establish procedures for interviewing certified eligibles for selection.
- B. Within 30 calendar days from the date a selection is made, the Director of Education/Superintendent shall notify, in writing, all eligibles certified as to whether they were selected or not.

**904.415 Suspension and Removal of Eligible from Competitive List of Eligibles; Restoration to List**

- A. The Director of Education/Superintendent may suspend or remove an eligible from an Eligibility List for any of the following reasons:
  - 1. Refusal of two offers of permanent employment in the class of position for which eligibility has been established.
  - 2. Failure to reply within 15 calendar days to a written inquiry relative to availability for employment.
  - 3. Appointment to a permanent position for the class.
  - 4. Failure to report for selection interview on three occasions.
  - 5. In the case of DOE only lists, termination of service with the government.
  - 6. When further investigation of the eligible's suitability needs to be conducted.
  - 7. Withdrawal by the eligible.