
additional vacancy.

- B. When the last eligible to be referred is one of two, or more eligibles who have identical examination scores, such two or more eligibles shall also be certified.
- C. For example, when certification is made for two vacancies, certification of eligibles will appear as follows:

First Ranked Eligible
Second Ranked Eligible
Third Ranked Eligible
Fourth Ranked Eligible
Fifth Ranked Eligible
Sixth Ranked Eligible

The Director of Education/Superintendent shall make his selection according to the following:

1. The Director of Education/Superintendent may select two persons from the six certified to fill two vacancies.
2. Should the Director of Education/Superintendent decide to fill only one of two vacancies, he shall be restricted to select from the first five eligibles on the certification and may not select the sixth ranked eligible.
3. Should an additional vacancy exist and certification was not made for such vacancy, the Director of Education/Superintendent must add an additional eligible and then make selection for the third vacancy from among the seven certified eligibles.
4. If the Director of Education/Superintendent does not wish to select any of the eligibles certified, he must document the reasons for non-selection of each eligible, before a new certification is authorized.

904.412 Supplemental Certification

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.