
selections covered under the Merit Career Plan.

904.005 **ORDER OF USE AND LIMITATION ON THE ESTABLISHMENT OF LISTS**

The following order shall be followed in the use of eligibility lists, and the Director of Education/Superintendent shall be restricted to selection from the top 5/10 found on any of these lists in the order of precedence herewith established:

- (1) Preferential list
- (2) Re-employment/Reinstatement list
- (3) Promotional list
- (4) Open competitive list

904.100 **RECRUITMENT**

904.101 **Announcement of Recruitment and Examination**

- A. Whenever there is a need to establish a list of eligibles, the Director of Education/Superintendent shall publish and disseminate announcements of recruitment and examination, and shall cause such announcements to be posted throughout the Department, and to other departments and agencies of the government for open announcements. Other methods for announcing examinations may be used at the discretion of the Director of Education/Superintendent, so as to better disseminate information to employees and the public.
 1. DOE only competitive examinations shall be held to allow all interested and qualified permanent status employees occupying a classified position in DOE, the opportunity to compete for vacant positions within DOE.
 2. Open competitive examinations shall be held to allow all interested and qualified persons or employees to compete for DOE vacancies. Open competitive examinations may be held when, in the judgement of

the Director of Education/ Superintendent, there are insufficient qualified applicants within DOE for adequate competition and adequate flexibility of selection. The Director of Education/ Superintendent shall determine the need for open competitive announcements.

- B. Open competitive examinations may be re-announced when it is determined by the Director of Education/ Superintendent that there are less than five individuals meeting the qualifications for the class.

904.102 Maintenance of Distribution Lists

The Director of Education/ Superintendent shall establish and maintain distribution lists of public and private agencies or groups, by occupation or other appropriate categories, and shall disseminate to prospective applicants appropriate examination announcements or other information regarding prospective examinations.

904.103 Content of Recruitment and Examination Announcements

Each recruitment and examination announcement for an original appointment or a promotion shall contain the title of the class, applicable pay grade, selective certification when applicable, area of consideration, character of the duties and responsibilities and examples thereof, closing date and place for filing applications, minimum qualifications for entry into the position and other information deemed necessary by the Director of Education/Superintendent. Appointments other than from an eligibility list, for example by transfer, demotion, or reinstatement, shall be bound by minimum qualification requirements set forth in such announcement.

904.104 Minimum Period of Recruitment