

Exams/Certs Quick Reference Guide

Cert List Order
<ol style="list-style-type: none"> 1. Reemployment Lists (Individuals who have been laid off or demoted in-lieu-of layoff) <ol style="list-style-type: none"> a. Subdivisional reemployment lists - Rule of 1 name - (one name per rank) b. Departmental reemployment lists Rule of 1 name - (one name per rank) c. General reemployment lists - Rule of 3 names - (one name per rank) 2. State Restriction of Appointment List - Rule of the List (Individuals who have been identified for layoff.) 3. Promotional Lists <ol style="list-style-type: none"> a. Subdivisional promotional lists - May be Rule of 1 Rank, 3 Ranks, or 3 Names b. Departmental promotional lists - May be Rule of 1 Rank, 3 Ranks, or 3 Names c. Multidepartmental promotional lists - May be Rule of 1 Rank, 3 Ranks or 3 Names d. Servicewide promotional lists - May be Rule of 1 Rank, 3 Ranks or 3 Names 4. Preferred Limited Term List - Rule of 3 Ranks 5. Open Lists - Rule of 3 Ranks <ol style="list-style-type: none"> a. Departmental open List- Rule of 3 Ranks b. Servicewide open list - Rule of 3 Ranks 6. Limited Examination and Appointment Program (LEAP) - Rule of the List <p style="margin-top: 10px;">NOTE: When there are two lists of the same kind, the older must be used first.</p>

Eligible List Type	Certification Rule
Promotional (non-footnoted classes)	Three Names
Promotional (footnote 43* classes)	One Rank
Promotional (footnote 19**/SPB Rule 254.1)	Three Ranks
Open or Open, Non-promotional	Three Ranks
Managerial (SPB Rule 254.1)	Three Ranks
Limited Examination and Appointment Program (LEAP)	Rule of the List
<p>*Footnote 43: Appointments to positions in classes designated by the State Personnel Board as supervisory and tested for on a promotional basis shall be made from the highest rank pursuant to GC Section 19057.4.</p>	
<p>**Footnote 19/SPB Rule 254.1: Classes designated by the SPB that are considered to be professional, Scientific, administrative, management, or executive and meet the definition in subsection (a) or (b) below:</p> <ol style="list-style-type: none"> (a) The work performed either involves supervision of employees as a primary duty; or (b) The work is predominately intellectual and varied in character and requires the consistent exercise of discretion and judgment. 	

Cert Rule:	Defined As:	Government Code:
Rule of Three Names	This statute requires that the certification list have only one person per rank and only the top three names will be immediately reachable. The clearance process is the same as applied to the Rule of Three Ranks.	Section 19057
Rule of Three Ranks	Several individuals may be assigned to each rank and everyone in the top three ranks is immediately reachable. Should the hiring party want to hire a candidate in rank four, it would be a legal appointment only if all the candidates in one of the first three ranks waive the interview or do not respond to their contacts. Once one of the first three ranks is cleared, any candidate in rank four would be reachable. This rule applies to positions in classes designated by the board as professional, scientific, or administrative, or for any open employment list. This is the most commonly used rule when clearing a certification list.	Section 19057
Rule of One Rank	Designated for supervisory classifications other than those designated professional, scientific or administrative (e.g., Office Services Supervisor I). Requires if three interested candidates are in the first rank you cannot consider a candidate in the second rank. However, if rank one only had two candidates, the entire second rank could be considered. This is identified on the certification list.	Section 19057.4
Rule of One Name (Reemployment Lists Only):	This rule applies to subdivisional and departmental reemployment lists. The first interested individual on the list must be selected if a list appointment is to be the method of appointment. Reemployment lists take precedence over all other types of lists.	Section 19056
General Reemployment: Rule of Three Names	There must be fewer than three interested eligible parties on this list before supplement with the next eligible list	Section 19057
Rule of the List	Everyone on the list is eligible for employment consideration regardless of ranking. This certification rule applies only to lists created through the Limited Examination and Application Program (LEAP) and the State Restriction of Appointments (SROA) Program.	Section 19242.2