

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Use of Rule 5.05(a)	
Subject: Examination Process	Revised: August 2004
CSC Rule: 5.05(a)	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\EXAMINATION PROCESS\Use of Rule 5.05a.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

POLICY: All departments and staff who administer their selection procedures should clearly, and in writing, communicate to all of their employees the criteria that must be met to become eligible for and to be appointed to a promotional level within their department in general, and specifically in regard to the types of promotions outlined in Civil Service Rule 5.05.

There are essentially two types of promotions outlined in Civil Service Rule 5.05:

- **Career-Series Promotions:** For positions that are allocated and budgeted with multiple-classification levels, non-competitive promotions are appropriate, for example, Accountant I to Accountant II. In a career-allocated series of classifications, department heads should clearly outline to incumbents the requirements for promotional considerations, as well as be available to discuss each incumbent's progress towards achieving a promotion.
- **Promotions Resulting From Reclassification Studies:** When a Position Allocation List has been approved by the Board of Supervisors, including upward allocations resulting from a classification study, and the department head recommends a 5.05(a) promotion the Personnel Director shall consider the following factors before approving such promotion:
 1. Is the incumbent in the reclassified position performing the majority of the duties of the higher-level classification? If so, and if no other qualified person in the department wishes to seek the promotion to this reclassified position, then the use of a non-competitive appointment pursuant to Rule 5.05(a) may be warranted.
 2. If the reclassified position results in the creation of a new classification and no other qualified person wishes to compete and a single incumbent is performing the majority of the duties, a non-competitive appointment may be warranted.
 3. If the reclassification of positions is a result of a reorganization plan to be implemented within the department and there is no incumbent, a competitive examination to fill the reclassified positions would be warranted.

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Departmental Promotion Exam Conversion to 5.05 Status

1. When a position is reclassified following a classification study, the department head has the option to request a competitive examination or may elect to poll the employees in the affected department in writing to determine if anyone is interested and qualified to compete for the reclassified position.
2. If only the incumbent in the reclassified position is interested and qualified, a non-competitive appointment may be requisitioned or completed. If more than one qualified individual responds and indicates an interest in the reclassified position, a competitive recruitment is required.
3. When the recruitment is complete and an Eligible List has been formed, the assigned departmental analyst will enter the following information on the blue Eligible List form:
 - a. The Eligible List is for a reclassified position.
 - b. The incumbent is on the Eligible List.
 - c. Whether or not the incumbent has been satisfactory performing the duties of the class or position for at least six months.
4. Probationary status will be determined as follows:
 - a. If the six-month period is complete, the *incumbent* will **not** serve a probationary period. There is a policy or practice that requires the department head to request and verify the six-month served.
 - b. If the six-month period is not completed, the *incumbent will* serve a probationary period.
 - c. If the incumbent is **not** promoted, the person hired **will** serve a probationary period.

Note: The Requisition will retain the Departmental Promotional designation, while the Certification will reflect the conversion to a 5.05a promotion.