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**PURPOSE**

To provide the State's policy regarding the disclosure of eligible lists created as a result of civil service examination processes.

The State's civil service selection system is administered to facilitate competition from all interested applicants and candidates. The State Personnel Board is charged with overseeing the State's selection system. It is the intent of the State Personnel Board to foster consistent and equitable selection practices in State agencies and departments conducting civil service examination processes.

**AUTHORITY**

**Constitution of the State of California, Article VII, Section 1 (b)**  
In the civil service permanent appointment and promotion shall be made under a general system based on merit ascertained by competitive examination.

**Government Code Sections**

18500(c)

18900(a)

**POLICY SUMMARY**

To ensure the integrity of the State's merit system and to preserve the competitive nature of the State's civil service testing program, eligible lists established or merged after July 1, 2003, as a result of civil service examination processes conducted on open and/or promotional bases shall be available for inspection as follows:

1. Eligible lists consisting of final examination results for those candidates successful in the examination process as documented by candidate identification numbers, ranks, and final scores shall be available for inspection; such eligible list inspection shall not include the disclosure of candidate names. A merged eligible list available for inspection shall include final examination results for all examination administrations comprising the current merged eligible list.

For those eligible lists comprised of 1000 or more candidates, final examination results may be documented by summarizing the number of candidates in each rank and the corresponding final scores, in lieu of listing individual candidate identification

**POLICY SUMMARY**  
continued...

numbers, ranks, and final scores.

*Attachment A* depicts sample final examination results as documented by candidate identification numbers, ranks, and final scores. *Attachment B* depicts sample final examination results as documented by summarizing the number of candidates in each rank and the corresponding final scores.

2. Eligible lists shall be available for inspection for a minimum of 30 calendar days following the date of notification of final examination results to candidates. Merged eligible lists created under a program of continuous testing shall be available for inspection for a minimum of 30 calendar days following the date of notification of final examination results to candidates. For those eligible lists which are merged on a basis more frequent than monthly (e.g., daily, weekly), a copy of the merged eligible list shall be generated on a monthly basis and shall be available for inspection for a minimum of 30 calendar days.
3. Eligible lists shall be available for inspection during normal business hours at the agency/departmental testing office. For an agency or department that contracts with the State Personnel Board or another designated entity for the administration of examination processes, eligible lists established as a result of those examination processes shall be available for inspection during normal business hours as follows:
  - If the agency or department has a testing office, then the eligible lists shall be available for inspection at the agency/department's testing office.
  - If the agency or department does not have a testing office, then the eligible lists shall be available for inspection at the agency/department's headquarters office.
4. Eligible lists shall be available for inspection to anyone interested, including those candidates competing successfully in the examination process, those candidates unsuccessful in the examination process, as well as any member of the public.

**POLICY SUMMARY**  
continued...

5. Agencies and departments shall make examination results, inclusive of candidate names and examination scores, available to the State Personnel Board upon request in the event that such information is needed for any investigation, appeal, or monitoring of the selection process.

**ELIGIBLE LIST ELEMENTS**

Eligible lists available for inspection shall include at least the following elements, as depicted in *Attachment A*:

- Classification
- List date
- List life
- Number of candidates on the list
- Candidate identification numbers, *unless the eligible list is comprised of 1000 or more candidates*
- Rank
- Score

Agencies and departments may choose to include additional information on the eligible list made available for inspection, such as is depicted in *Attachments A and B*; however, candidate names shall not be made available for eligible list inspection as provided for herein.

**Candidate Identification Numbers**

It should be noted that candidate identification numbers are unique identifiers assigned to each candidate in an examination process to provide a confidential means of tracking candidates in the examination process. A candidate identification number shall be a random number unique to each candidate. Candidate identification numbers shall not contain confidential candidate information, including social security numbers, birthdates, phone numbers, driver license numbers, or any other numerical information of a personal nature.

For agencies and departments that utilize the State Personnel Board's On-line Examination System, candidate identification numbers are automatically assigned to each individual who

**ELIGIBLE LIST  
ELEMENTS  
continued...**

submits an application for an examination. For agencies and departments that do not utilize the State Personnel Board's On-line Examination System, it is the responsibility of each agency and department to assign candidate identification numbers to at least those candidates successful in the examination process.

**INSPECTION  
PROCEDURES**

Each agency and department shall be responsible for developing specific procedures to allow for the required inspection of eligible lists. Agencies and departments are encouraged to develop inspection procedures which best meet departmental needs and comply with established policy.

Departmental inspection procedures may provide for, but are not limited to, the following means of inspection:

- the physical posting of eligible lists (inclusive of individual candidate results or summary results as specified herein and depicted in *Attachments A and B*) at testing offices
- the distribution of eligible lists (inclusive of individual candidate results or summary results as specified herein and depicted in *Attachments A and B*) to various work sites and locations to be made available or posted for review
- the distribution of eligible lists (inclusive of individual candidate results or summary results as specified herein and depicted in *Attachments A and B*) to candidates.

**ATTACHMENT A: Sample eligible list with candidate identification numbers**

<b>CALIFORNIA STATE PERSONNEL BOARD</b>			
INFORMATION LIST			
CLASSIFICATION	* * * * * * EXAM CODE: XXXXXX * * EXAM DATE: 12/31/2002 * * EFFECTIVE: 01/01/2003 * * CLASS CDE: XXXX * * CERT RULE: 3 RANKS * * LIST LIFE: 12 * * EXTRA PTS: NONE * * # ON LIST: 20 *		
CANDIDATE IDENTIFICATION NUMBER	*	RANK	* SCORE *
999-010		1	94%
764-357		2	91%
995-030		2	91%
859-352		2	91%
698-415		3	88%
999-015		3	88%
998-088		4	85%
898-687		4	85%
999-005		5	82%
528-761		6	79%
624-759		6	79%
980-059		6	79%
753-159		7	76%
847-589		7	76%
993-020		8	73%
789-987		8	73%
999-011		8	73%
684-513		9	70%
497-258		9	70%
951-847		9	70%

ATTACHMENT B: Sample eligible list with summary information

CALIFORNIA STATE PERSONNEL BOARD			
INFORMATION LIST			
CLASSIFICATION	*****		
	* EXAM CODE:	XXXXXX	*
	* EXAM DATE:	12/31/2002	*
	* EFFECTIVE:	01/01/2003	*
	* CLASS CDE:	XXXX	*
	* CERT RULE:	3 RANKS	*
	* LIST LIFE:	12	*
	* EXTRA PTS:	NONE	*
	* # ON LIST:	1000	*
-----			
	* RANK	* SCORE	*
-----			
80 CANDIDATE(S)	1	94%	
103 CANDIDATE(S)	2	91%	
137 CANDIDATE(S)	3	88%	
143 CANDIDATE(S)	4	85%	
169 CANDIDATE(S)	5	82%	
124 CANDIDATE(S)	6	79%	
119 CANDIDATE(S)	7	76%	
72 CANDIDATE(S)	8	73%	
53 CANDIDATE(S)	9	70%	