



DATE: July 3, 2007

TO: ALL STATE AGENCIES, EMPLOYEE ORGANIZATIONS, AND MEMBERS OF THE GOVERNOR'S CABINET

SUBJECT: APPROPRIATE LIST USAGE

The purpose of this memorandum is to provide departments with direction on the use of appropriate eligible lists. This occurs when there are no employment lists for a department and qualified eligibles are available on appropriate lists. Appropriate lists can assist in responding to departmental needs, fill vacancies on a timely basis where no list exists and testing is infrequent, reduce the number of temporary appointments (TAU) and consequently the number of exams. Though the use of appropriate lists has been delegated to departments, it must be used in a manner consistent with the merit principles and the applicable laws¹ and rules².

The following serve as guidelines:

- A department can use more than one appropriate list at a time, subject to approval by the department who has ownership of the list. The appropriate lists should first be for the same class. A closely-related or higher class may be used in the event an employment list is not available for the class to which the position belongs.
- The department using the appropriate list determines whether or not to make appointments from that list. However, this does not preclude filling the position other than from an eligible list; e.g., transfer, reinstatement.

Questions regarding this memorandum may be directed to the Merit Employment and Technical Resources Division (METRD), Scott Crouch at (916) 653-1502.

Original Signed By

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Executive Officer

¹ Government Code § 19054 provides for the order of preference in certifying eligible lists, § 19054.1 provides for the ranking of eligibles for managerial examinations, § 19055 provides that the Board may provide for the certification of names from appropriate lists of the same or higher level, and § 19056 provides for the certification of names from departmental and subdivisional reemployment lists.

² Title 2, CA Code of Regulations § 264 provides for the certification of names from comparable lists.