

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**642 ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS**

**Education Code Section(s)**

**88091.** (a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a community college district, the commission may exempt two executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to one executive secretary position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as determined by the district chancellor or superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. This subdivision shall apply only to the employees hired on or after January 1, 1988.

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(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) This subdivision shall apply only to employees hired on or after January 1, 2001.

(d) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any community college district.

**88102.** In any community college district which has geographical boundaries encompassing more than 200 square miles and which divides the area it serves into smaller areas for assignment of classified personnel, when an eligibility list is exhausted in one assignment area but there are available eligibles in another assignment area, an area eligibility list may be established for the assignment area in which the eligibility list is exhausted. The life of such new area eligibility list shall be one year. Seniority for the purpose specified in Section 88127 shall continue to be districtwide.

**88103.** When an open competitive examination and a promotional examination for a particular class are held at the same time, the commission may, prior to the examination, authorize certification for employment of candidates from the open competitive eligibility list before the promotional eligibility list has been exhausted if the candidate on the open list has a higher score before adjustment for preferential credits than the score of the highest available candidate on the promotional list after seniority credits have been added.

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**88119.** Eligibility lists shall be established for a period of not less than one year except that when a list is exhausted for appointments to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before a year has expired.

Eligibility lists may be established for a period of six months upon the approval of the personnel commission so long as the six months' duration of such a list is noted in the recruitment bulletin announcing the examination. If a list is exhausted for appointments to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before the expiration date.

A list may be extended for an additional period of one year or less in the discretion of the commission.

- A. After an examination for a class is completed, the names of successful candidates shall be placed on an eligibility list in the order of their qualifying final scores.
1. The final score for each successful candidate shall be rounded to the nearest whole percent. All candidates with the same percentage score will be considered as having the same rank.
  2. When dual certification has been authorized, promotional candidates attaining a passing score shall have 2-1/2 seniority points, in addition to the seniority credit described in Rule 621, SENIORITY CREDIT ON PROMOTIONAL EXAMINATIONS, added to their final passing scores prior to their ranking on the eligibility list. Under dual certification, simultaneous open and promotional eligibility lists are merged in score order after the addition of points for seniority and without the addition of veteran's credit. This method allows the certification of open candidates ahead of promotional candidates only when they have scored sufficiently higher in the same examination to overcome the promotional candidates' advantage of seniority credit.
  3. For job classifications designated as senior classified administrative positions, candidates attaining a passing score shall be placed on an unranked eligibility list in alphabetical order.

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4. The names of eligibles resulting from a continuous examination shall be merged with the existing eligibility list, if any, for the same class in the order of their respective final scores on the examination. Such eligibles shall remain on the eligibility list for one year from the date of promulgation of the original list upon which their name appeared, unless previously removed in accordance with pertinent rules and regulations.
- B. The duration of an eligibility list shall be one year except as provided below.
1. If there are still eligibles left on the list after one year, the eligibility list shall be extended until a new recruitment is conducted and a new eligibility list is established or until a total period of two years has elapsed from the initial date of the establishment of the eligibility list, whichever comes first.
  2. The Personnel Commission may approve the establishment of an eligibility list for a duration of six months. The six months duration of such eligibility lists shall be noted in the recruitment bulletin announcing the examination. An eligibility list of six months duration may be extended upon approval by the Personnel Commission.
  3. Eligibility lists initially established for a duration of one year or six months, may be terminated by the Personnel Commission prior to the expiration date when three ranks cannot be certified to any location within the District or when other circumstances necessitate an early termination of the list. Eligibles remaining on an eligibility list shall be notified in writing of the Personnel Commission's intent to terminate an eligibility list.
  4. Eligibles who are added to an eligibility list after the initial date of promulgation of that list shall not have their eligibility extended beyond the expiration date of the eligibility list.
- C. An eligibility list for a class shall be applicable to all positions in that class throughout the District in accordance with Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, and Rule 681, MERGING OF ELIGIBILITY LISTS, except as provided below.
1. When full certification cannot be made from an eligibility list to a location, as defined by the Personnel Commission, the Personnel Commission may authorize an area examination and approve the establishment of an area eligibility list for such location.
  2. Eligibles on an area eligibility list shall be assigned only to colleges or other work locations in the District for which the area eligibility list is established.

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3. A probationary employee who was appointed from an area eligibility list shall not be eligible to request a change of location to a college or other work location in the District if it was not specified in the area eligibility list from which they were originally appointed.
  
- D. When an eligibility list for a class is scheduled to expire and there is a known vacancy which will occur within 90 calendar days after the scheduled expiration date, the Personnel Director may authorize an appointment date from the eligibility list which is after the expiration date but not more than 90 calendar days after the expiration date.
  
- E. The provisions of Paragraph B., above, prohibiting extension of an eligibility list if a new list for the same class is established, shall not be applied if the new list and/or new examination is authorized as promotional only and the current list is either an open only list or an open and promotional list. In such cases, the open list shall be extended until the list is exhausted, a new open list is established, or the list expires at the conclusion of two years.
  
- F. Employees who voluntarily or involuntarily terminate their employment with the District shall not be certified from promotional eligibility lists and shall have their names removed from all promotional eligibility lists upon which they appear except as provided below:
  1. Persons whose names have been placed on reemployment lists.
  
  2. An employee whose name appears on a promotional eligibility list and resigns in good standing may make a written request to have their name transferred to an open eligibility list for the same class, provided that the open list was established simultaneously with the promotional list on which their name appears. In such case, their name shall be merged in score order without benefit of seniority credit, but with veteran's credit, if applicable, provided that proof of eligibility for veteran's credit is submitted at the time of the request for transfer of name to the open list. Such transfers of eligibility are contingent upon the approval of the employee's last division head or college president and the Office of Employee and Labor Relations.

Persons whose names are removed from promotional eligibility lists under the provisions of this paragraph shall not have the appeal privileges provided in Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES.