

## **CHAPTER 6 ESTABLISHMENT OF REGISTERS**

### **1.0 PERSONNEL DIRECTOR TO ESTABLISH AND MAINTAIN REGISTERS.**

It shall be the duty of the Administrative Officer of each department to notify the Personnel Director as far in advance as possible of vacancies which may occur in the department. The Personnel Director shall be responsible for determining the adequacy of existing registers for all positions.

**2.0 PREPARATION OF REGISTERS.** After each open-competitive examination, the Personnel Director shall prepare a preliminary register of persons with passing grades in the order of grades earned beginning with the highest. The final rating given to the individual on the register shall be considered his or her rating throughout the life of the register.

**2.1** If two (2) or more eligibles have final ratings which are identical they shall receive the same rating. Where there is only one (1) factor in the examination they shall be ranked in alphabetical order. In establishing an original register where there is more than one (1) factor in the examination, persons obtaining the highest total score shall be placed first on the register. In cases in which none of the above cover the situation, names shall be placed on the register in alphabetical order.

**3.0** For those classes of positions for which the Personnel Director has announced continuous receipt of applications and examinations whenever practicable, the name of contestants who have passed the examination shall be inserted according to their final ratings into appropriate places in the last previously established register for the class of position. Veterans entitled preference shall have such preference computed as though they had participated in the examination from which the register to which their names are to be added was established.

**4.0 VETERAN PREFERENCE.** In awarding preference to eligible veterans who apply for County merit positions, five (5) points shall be added to the final examination scores for all veterans requesting such preference provided the veteran:

- A. Has met the minimum education and experience requirements for the classification of positions;
- B. Has obtained passing grades in all factors and sub-factors of the examination and has obtained a final passing grade;
- C. Has not been granted veterans' preference previously in obtaining employment with Davis County; and

D. Has provided the County Office of Personnel Management with official documents certifying honorable veteran's status.

**4.1** Disabled veterans, as determined by the Veterans' Administration will have ten (10) points added to their final examination scores if they request such preference and provide the Office of Personnel Management with official documents certifying disabled veteran's status. Veterans who are 30% or more disabled shall be placed on the appropriate register ahead of others having the same rating.

**4.2** Veterans who apply for a position that does not require an examination shall be given preference in interviewing and hiring for the position.

**4.3** Veterans' preference shall not be awarded to applicants who have retired from military service and who are receiving retirement benefits by virtue of their military service.

**5.0 DURATION OF REGISTERS.** Registers shall automatically expire no later than one (1) year after the date established unless extended by the Personnel Director. During this one (1) year period, each register shall remain in effect until exhausted or replaced by a more recently established register except that, with the approval of the department concerned, the Personnel Director may cancel a register. A register may be deemed by the Personnel Director to be exhausted, if fewer than five (5) eligibles remain on the register. However, the Personnel Director may reinstate a canceled register and/or may reinstate the name of a person from a canceled register to a current register whenever this is equitable and practicable.

**5.1** Positions for which current registers exist need not be advertised publicly again during the life of the register. However, announcement to all County departments shall be made for each opening allowing qualified employees to apply prior to certification from said register.

**6.0 REMOVAL OF NAMES FROM REGISTER.** The Personnel Director may remove the name of an eligible applicant from a register:

- A. For any of the causes shown under "Disqualification of Applicants" in Chapter 4 of these regulations;
- B. On evidence that the eligible applicant cannot be located by postal authorities or by the department;
- C. On receipt of a statement from the eligible applicant stating that they no longer desire consideration for a position with a department;
- D. If three (3) offers of probationary appointment to the class for which the register was established have been declined by the eligible applicant.

**7.0 REAPPOINTMENT.** The Personnel Director may certify the names of former merit employees to the department for consideration to rehire. These certifications shall have precedence over other registers. Former employees shall be eligible for appointment to any position on the same or lower salary grade for which they qualified.