

1 Department of Human Services

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3 Adopted Permanent Rules Relating to Merit System; Certification  
4 of Candidates Eligible for Appointment

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6 Rules as Adopted

7 9575.0620 CERTIFICATION METHODS.

8 Subpart 1. Competitive register. Upon receiving a  
9 requisition, the supervisor shall certify the names of available  
10 eligibles. If one position is involved, the supervisor shall  
11 certify the 15 highest available names together with any  
12 additional names of persons having an examination rating within  
13 three points of the person on the certification with the highest  
14 examination rating, and any additional names of persons having  
15 the same examination score as that of the 15th person certified,  
16 from the open-competitive register established for the class of  
17 positions. Names of available eligibles from the appropriate  
18 reemployment register, if one exists, shall also be certified as  
19 additional names.

20 Subp. 2. Promotional register. The supervisor may also  
21 certify the seven highest available names together with any  
22 additional names of persons having an examination rating within  
23 three points of the person on the certification with the highest  
24 examination rating, and any additional names of persons having  
25 the same examination scores as that of the seventh name  
26 certified, from the appropriate promotional register if such  
27 register exists and is requested. Names of available eligibles  
28 from the appropriate reemployment register, if one exists, shall  
29 also be certified as additional names.

30 Subp. 3. Certification for more than one vacancy. If more  
31 than one vacancy exists, the supervisor shall certify at least  
32 as many names from the register as there are vacancies to be  
33 filled, together with any additional names of persons having an  
34 examination rating within three points of the person on the  
35 certification with the highest examination rating, and any

1 additional names of persons having the same examination score as  
2 that of the last person certified on a competitive certification  
3 or as that of the last person certified on a promotional  
4 certification. Supplementary certifications will be issued only  
5 in instances in which it is found that there are fewer than 15  
6 available candidates on the competitive certification or seven  
7 available candidates on the promotional certification.

8 Subp. 4. Selection for appointment. The appointing  
9 authority may select for appointment anyone among the certified  
10 candidates who is eligible for appointment.

11 Subp. 5. Too few names on a certification. When the  
12 number of names available for filling any vacancy by original  
13 appointment, promotion, or reinstatement is fewer than 15 on a  
14 competitive certification or seven on a promotional  
15 certification, and there are fewer than three different names on  
16 all registers combined, the appointing authority may decline  
17 certification for that vacancy and may request certification  
18 from a register, or registers, that the supervisor deems  
19 appropriate.

20 Subp. 6. Provisional filling of vacancy. If there is no  
21 register that the supervisor deems appropriate, then the vacancy  
22 may be filled provisionally as provided for in part 9575.0660.

23 Subp. 7. Expanded certification. When the supervisor  
24 determines that a disparity exists between an agency's work  
25 force and its approved affirmative action plan, the supervisor  
26 shall ensure to the extent possible that available eligibles who  
27 are members of the protected group as defined in Minnesota  
28 Statutes, section 43A.02, subdivision 33, for which the  
29 disparity exists are certified for appointment. When fewer than  
30 three protected group eligibles for which a disparity exists  
31 would be certified under subparts 1 and 2, the supervisor shall  
32 certify additional protected group eligibles for which a  
33 disparity exists to bring the number of eligibles certified to a  
34 total of three names from each protected group. Eligibles to be  
35 certified shall be determined by examination score.