

1 Department of Health

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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 4670.2300 CERTIFICATION METHODS.

8       Subpart 1. **Competitive register.** After 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 score 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. **Multiple vacancies.** If more than one vacancy  
31 exists, the supervisor shall certify at least as many names from  
32 the register as there are vacancies to be filled, together with  
33 any additional names of persons having an examination rating  
34 within three points of the person on the certification with the  
35 highest examination rating, and any additional names of persons

1 having the same examination score as that of the 15th person  
2 certified on a competitive certification or as that of the  
3 seventh person certified on a promotional certification.  
4 Supplementary certifications will be issued only in instances in  
5 which it is found that there are less than 15 available  
6 candidates on the competitive certification or seven available  
7 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. **Inadequate registers.** When the number of names  
12 available for filling any vacancy by original appointment,  
13 promotion, or reinstatement is fewer than 15 on a competitive  
14 certification or seven on a promotional certification, and there  
15 are fewer than three different names on all registers combined,  
16 the appointing authority may decline certification for that  
17 vacancy and may request certification from a register, or  
18 registers, that the supervisor deems appropriate.

19       Subp. 6. **Provisional appointments.** If there is no  
20 register that the supervisor deems appropriate, then the vacancy  
21 may be filled provisionally as provided for in part 4670.2510,  
22 subpart 1.

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.