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Sent: Monday, July 09, 2007 12:07 PM
To: Lopez, Maria
Subject: Appropriate List Usage Procedures

July 6, 2007

TO: All State Agencies
Attention: Personnel Officers, Exam Supervisors & Cert Staff

FROM: State Personnel Board (SPB) – Online Consultation & Training

SUBJ: Appropriate List Usage Procedures

In follow-up to the SPB Pinkie dated July 3, 2007, on the same subject, the following guidelines and procedures are provided:

- When considering the use of an appropriate list, please first review Selection Manual Sections 6930.2 and 6930.3, Standards for Using an Appropriate List, Numbers 1 – 4, to ensure your request is consistent with the merit principles and applicable law and rules.
- **Enhanced Guideline:** A department may now request and work up to three (3) appropriate lists simultaneously, per vacancy(ies). If additional appropriate lists are needed for a specific vacancy(ies), the hiring department must demonstrate it has exhausted or made a hire from one or more of the three original appropriate lists. Departments should make every effort not to exceed three active appropriate lists, per vacancy(ies), at any one time. When requesting additional appropriate lists, please be sure to provide a copy of the certification list that was exhausted or cleared, with the proper list clearance documentation, i.e., contact date and contact/hiring results, to your SPB Technician.
- Once a department makes a hire from an appropriate list, you are not required to use that same list for future hires.
- When sending appropriate list requests to SPB, departments should continue to provide the proper documentation, i.e., memorandum of approval signed by a representative of the testing department that owns the list you are borrowing, a screen print of the completed R1 cert request document and, if contact letters are desired, a screen print of the completed Y2 contact letter request.

Just a reminder, departments are still able to order appropriate lists when using one of their own departmental lists for a closely related or higher class. It is not necessary to contact SPB when appropriating your own lists.

Please feel free to contact your SPB Technician at (916) 653-1502 should you have any questions regarding this matter.

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