

## RULE IX

### UNSKILLED SERVICE

#### 1. Designation of Unskilled Classifications and Positions

Classifications and positions within classifications designated to be unskilled shall not be subject to competitive examination. The unskilled service shall include classifications and positions within classifications for which it would not be practical to construct a competitive examination and for which there are minimal or no education or experience requirements.

The City Manager retains the authority to determine the necessary qualifications for positions within the unskilled service. Applicants for the unskilled service may be required to demonstrate physical condition or capacity, experience, skills, previous employment, education, or other qualifications as may be required by the classification or position. The City Manager possesses the authority to administer any necessary examinations to determine whether an applicant is qualified to fill a position in the unskilled service.

If a method of ranking candidates for the unskilled service cannot be established, then the applicants shall be ranked in chronological order of the receipt of the application.

## RULE X

### ELIGIBILITY LISTS

1. Eligibility lists shall be maintained ranking the candidates that have successfully passed an examination. Eligibility lists shall be effective for a period not less than 6 months nor more than (1) year. ~~for a period of not less than one (1) nor more than two (2) years.~~ Any list that has been in effect for more than 6 months ~~one (1) year~~ may be terminated by the board at its discretion.
2. In the event that the open position(s) have been filled, the current eligibility list may be expired by the board at its discretion.
- ~~1-3.~~ Requests to have an eligibility list terminated in conformity with the above rules will be done by submitting a written request to the board.
- ~~2-4.~~ In the event that two (2) or more applicants receive the same score on a competitive examination authorized by the Board, the time of filing that applications with the Board shall determine the priority in which the names shall be placed on the eligible list.

3.5. If more than one vacancy is to be filled from the eligibility list, the number of names shall be determined in the following manner:

- (a) for 1 vacancy, ~~fifteen~~twenty names
- (b) for 2 to 4 vacancies, ~~thirty~~twenty names
- (c) for 5 to 8 vacancies, ~~twenty-five~~forty-five names
- (d) for 9 to 12 vacancies, ~~thirty~~sixty names.

#### Unsuccessful Candidates

Candidates failing to be certified for appointment shall be permitted to review the examination. All reviews with unsuccessful candidates shall be conducted by the City Manager, or other designee of the administration. Any unsuccessful candidates unsatisfied by the review with City Manager, or appropriate designee, shall be entitled appeal the results of the examination to the Board.