

## Chapter Pers 12

## CERTIFICATION

Pers 12.01	Action by appointing officer	Pers 12.04	Statement of availability of applicant
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**Pers 12.01 Action by appointing officer.** When an appointing officer wishes to fill a vacancy, he shall submit a request to the director on the prescribed form.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 12.02 Action by the director.** (1) The director shall certify eligibles or authorize appointment by other means as provided in the law and rules. Except for persons who are on reinstatement lists from layoff (See Wis. Adm. Code section Pers 16.02), employment lists shall normally be used in the following order of preference, subject to the discretion of the director: (a) promotional, (b) open competitive. The director shall place on file reasons for exceptions from this order of preference. The director may submit the names of persons interested in transfer or reinstatement (other than from lay-off) along with or in lieu of a certification.

(2) Whenever in extraordinary circumstances an appointing officer demonstrates a clear need for special qualifications, such as specialized training or pertinent prior experience, and such request is approved by the director pursuant to subsection 16.13 (1), Wis. Stats., selective certification may be made of persons having those qualifications, even though in so doing other persons on the list with higher ratings but without such special qualifications may not be certified to that particular vacancy. In such cases, the qualifications of the eligibles on the list shall be reviewed for possession of the special qualifications beginning with the highest ranking eligible and continuing until certification can be made. This provision shall not be used in any way to circumvent the merit principle, and the director shall report bimonthly to the board on application of selective certification.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 12.03 Use of related lists.** (1) Lacking a complete certification, the appointing officer may request additional names to complete the certification. Additional names may be certified and shall be considered in rank order following those originally certified.

(2) The director may certify additional names from lists of related higher or parallel classes to fill out an incomplete certification, or may make a complete certification from lists of related higher or parallel classes when no list exists for the class requested. This is provided that the examinations for the higher or parallel classes have measured the capability of eligibles to perform the work of the class for which certification is to be made. If such related lists are not

available, a new list may be established from which to obtain the necessary names.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 12.04 Statement of availability of applicant.** See Wis. Adm. Code section Pers 11.07.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 12.05 Termination of a certification.** Certification from a list must be made prior to the expiration date of the list, and eligibility for appointment from such certification shall not extend more than 30 calendar days beyond the expiration date, unless the list has been extended.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.