



Ohio Administrative Code Rule 123:1-17-02 Eligible list.

Effective: December 4, 2016

(A) Upon the completion of a civil service examination, the director of the agency that administered the civil service examination or that director's designee shall create an eligible list to fill a vacancy. From that eligible list, the director or designee of the agency with the vacancy shall appoint an individual who ranks in the top ten names on the eligible list or the top twenty-five per cent of the eligible list, whichever is greater. In the event that ten or fewer names are on the eligible list, the director of the agency or that director's designee may select any of the listed candidates.

(B) An eligible list expires upon the filling or closing of the position. An expired eligible list may be used to fill a position of the same classification within the same agency for which the list was created. But, in no event shall an expired list be used more than one year past its expiration date.

The director of the agency that created the eligible list or that director's designee, may consolidate two or more eligible lists of the same classification by ranking the eligible candidates named therein, according to their scores.
