

ELIGIBLE LIST STATUS REPORT FREQUENTLY ASKED QUESTIONS (FAQs)

1. WHAT'S AN ELIGIBLE LIST?

An eligible list is a list of candidates who successfully completed a civil service examination. Successful candidates are ranked on the eligible list in order of their final score in the examination. (Civil Service Commission Rule Section 1.28. and Civil Service Commission Rule 5)

2. HOW LONG WILL MY NAME STAY ON THE ELIGIBLE LIST?

Open examinations state on the examination announcement the length of time the eligible list will be active. Open lists are generally active from 6 months to one year, and may be extended up to a maximum of 4 years. Promotional eligible lists are valid for 2 years. (Civil Service Commission Rule Section 5.5.)

3. WHEN WILL THE ELIGIBLE LIST I AM ON EXPIRE?

For this information, you may refer to the Eligible List Status Report database or contact the Certification section at per.certs@lacity.org.

4. WHAT IS AN OPEN EXAM?

Open Exam means an examination open to any person who meets the requirements as specified in the Civil Service Rules and the examination announcement.

5. WHAT IS A PROMOTIONAL EXAM?

A promotional examination is open to any employee in the classified service in a lower rank who meets the requirements specified in the Civil Service Rules and the examination announcement and who: (1) has received a regular appointment or an appointment under Section 5.30 of these Rules to a temporary position or temporary training position and has not had a subsequent break in service as defined in Section 1.34 of these Rules or has been reactivated as a member of the Fire or Police Department in accordance with Section 1306 or 1410 of the City Charter. Limited or intermittent appointments from a list or exempt or temporary (emergency) appointments do not qualify under this section. (2) is on a reserve list or on leave of absence. (3) has received an appointment under Section 5.30 of these Rules to a temporary position and has been separated from the City service for lack of work within the past five years.

6. WHY ARE THERE MULTIPLE ELIGIBLE LISTS?

There is a list for the promotional exams, open exams, departmental reserve list, general reserve list and restorations. Additionally, examinations that are given on a continuous basis will have multiple lists.

7. CAN THE OPEN LIST BE CERTIFIED BEFORE THE PROMOTIONAL LIST?

The Civil Service Commission may approve the certification of the open list ahead of the promotional list per Charter Section 1009 and Personnel Policy 13.8.

8. I'VE COMPLETED THE EXAMINATION, NOW WHEN WILL I GET A JOB?

To fill a vacant position, a City department will request a certification. A certification is a list of those candidates who are eligible to be considered for employment based on their examination results. The highest scoring candidates will be notified by email to contact the department and to advise the department if they are interested in being considered for employment. (Civil Service Commission Rule Section 5.6. and Section 5.8.)

9. CAN ANYBODY ON A CERTIFICATION LIST BE HIRED?

In accordance with the City Charter 1010, a department can select any person in the three highest scores on the certification list. The department is entitled to consider 5 more candidates than the number of vacancies the department wishes to fill. For example, if there is one vacancy, the department may consider at least 6 candidates; if there are 2 vacancies, the department may consider at least 7 candidates, and so on. If there are not enough candidates in the top three scores to provide the department with at least 5 more than the number of vacancies, the department may consider candidates in the next score(s) that will make available at least five more candidates than the number of vacancies to be filled.

10. HOW DOES THE DEPARTMENT DETERMINE WHOM TO HIRE?

After candidates on a certification list advise the department that they are available to be considered for the job, the candidate will participate in the department's internal selection process. In many cases a department's internal selection process is an interview, at which time candidates can discuss their qualifications as they relate to the specific position being filled.

11. I TOOK A TEST SEVERAL MONTHS AGO AND GOT MY SCORE. WHERE AM I ON THE ELIGIBLE LIST NOW?

[Click here to determine your current standing on an eligible list.](#)

12. WHAT DOES IT MEAN TO BE RESTORED TO A LIST?

Persons with civil service status who passed probation and then leave the City employment may request to have their name restored to an eligible list if they meet certain criteria. (Civil Service Commission Rule Section 5.14. and Civil Service Rule 9)

13. HOW MAY I BE RESTORED TO A LIST?

You must submit your written request for restoration to the personnel officer of the department in which you had worked within 3 years of your date of separation from City employment. (Civil Service Commission Rule Section 5.14. and Civil Service Rule 9)

14. WHAT DOES IT MEAN TO BE REINSTATED TO A LIST?

If during the probationary period, a City employee receives a notice of termination, abandons their position, or resigns, the Personnel Department may restore the probationer's name to the eligible list (provided that the list from which s/he was appointed from has not expired) if the request is received within certain time limits and if after discussion with the appointing authority of the terminating department, it appears that the candidate would be a fit and suitable City employee. (Charter Section 1012)

15. HOW MAY I BE REINSTATED TO A LIST?

You must submit your request for reinstatement to the Personnel Department, Records Section within 5 calendar days of resignation/notice of termination. [Request Reinstatement \(Records and Certification Email\)](#) at per.certs@lacity.org

Contact Us

- If you need assistance or have more questions, contact us at (213) 473-9311, Monday through Friday from 7 a.m. to 4 p.m. Pacific Standard Time.