

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 03/10/2020 by the following vote:

**AYE:**   
**NO:**   
**ABSENT:**   
**ABSTAIN:**   
**RECUSE:**



**Resolution No. 2019/502**

amending the Contra Costa County Personnel Management Regulations to delete Rules 604 and 710 and revise Rule 706

Whereas, the Contra Costa County Personnel Management Regulations, written in 1982, constrain the County's ability to modernize and streamline its recruitment and assessment methods to meet today's labor market demands; and

Whereas, three revisions to the Personnel Management Regulations have been identified that will have an immediate positive impact; and

Whereas, Rule 710 allows candidates on an eligible list to be on only three referrals for that list at any one time, limiting a candidate's opportunity for employment and delaying referral of candidates; and

Whereas, Rule 604 requires randomized breaking of tied scores, resulting in potentially different treatment of candidates who received identical scores; and

Whereas, Rule 706 prescribes the "number" of candidates referred to a department for consideration, meaning that an exact number of people are referred, despite the fact that additional candidates may have identical scores.

that the Personnel Management Regulations are amended as follows:

DELETE:

~~604. RANK ORDER IN CASE OF IDENTICAL SCORES. If two (2) or more successful examinees have final scores which are identical, they shall be ranked in the order of their scores in that portion of the examination which had the greatest weight, provided that if the percentage scores in the portion of the test having the greatest weight are identical, then the rank order shall be determined by random selection at the time the employment list is established. However, in the case of a continuous employment list where a new eligible has the same score as an eligible already on the list, the eligible who was placed on the list at the earliest date will be ranked highest. 710. CERTIFICATION LIMIT. If an individual is certified to three (3) departments at any one time, that person shall be considered unavailable for referral until the person's name becomes active on less than three (3) personnel requests.~~

REVISE:

706. NUMBER TO BE CERTIFIED. Except as otherwise provided in these regulations, names shall be certified on each request for personnel in the order prescribed under Section 705 as follows:

706.1 Open Employment Lists - Rule of Ten. On each request for personnel from an open employment list, ten (10) names shall be certified. If any other candidates have the same score as the number ten candidate, then they shall also be certified to the vacancy. If more than one (1) position is to be filled in any class in a department at the same time from the same request for personnel, the number of names to be certified from an open employment list shall be equal to the number of positions to be filled plus nine (9).

706.2 Promotional Employment Lists - Rule of Three. On each request for personnel from a promotional employment list, three (3) names shall be certified. If any other candidates have the same score as the number three candidate, then they shall also be certified to the vacancy. If more than one (1) position is to be filled in any class in a department at the same time from the same request for personnel, the number of names to be certified from a promotional employment list shall be equal to the number of positions to be filled plus two (2).

706.3 Promotional Employment Lists - Rule of Five. On each request for personnel from a promotional employment list for a class as to which the County has agreed to a promotional Rule of Five by memorandum of understanding, five (5) names shall be certified. If any other candidates have the same score as the number five candidate, then they shall also be

certified to the vacancy.If more than one (1) position is to be filled in such class in a department at the same time and from the same request for personnel, the number of names to be certified from such promotional appointment list shall be equal to the number of positions to be filled plus four (4).

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED: March 10, 2020**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

**Contact: Dianne Dinsmore (925) 335-1766**

By: , Deputy

**cc:** All County Departments