	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	06 - Personnel Manual			
	<b>Part No./Name</b>	C. Personnel Policies and Procedures			
	<b>Section No./Name</b>	C-100 Employment - Recruitment			
	<b>Document No./Name</b>	C-170 Official Certification of Eligibles (CS 26)			
	<b>Dates</b>	<b>Issue</b>	August 1, 2005	<b>Effective</b>	August 1, 2005

## C-171 RECEIPT OF CERTIFICATE

Upon receipt of the certificate, the Cost Center Manager matches requisition number(s) on the certificate to like requisition number(s) on file copies of previously submitted SF 2's, and attaches same to the manager's working copy. This packet becomes the "working" copy and is maintained in the Cost Center.

If a Cost Center has an outstanding certificate, Civil Service will not issue another certificate for that class until the outstanding list has been returned to Civil Service.

## C-172 ADDITION OF VACANCIES

When a certificate has been received and additional vacancies must be added, the following procedures are used:

- Proceed with filling any additional vacancies by appointing applicants from the certificate.
- Prepare SF 2 according to Document [C-160](#) to document the additional vacancies.
- Add the following statement to the SF 2 "SPECIAL REQUIREMENTS AND JUSTIFICATION" section:

*"This vacancy added to Certificate No."*

- Attach SF 2 to certificate and return with appointment forms.


## C-173 EXTENSION OF CERTIFICATE

If work on a certificate will not be completed by one week following the certificate expiration date, an extension should be requested.

Cost Center Managers are authorized to contact Civil Service Examining Division at (225) 342-8536 in order to request an extension. The date of contact should be no later than the expiration date or the Monday following a weekend expiration date. The maximum extension is 30 days.

Information given to Civil Service must include:

- Certificate Number
- Class Title
- Location
- Issue Date
- Expiration Date

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When Civil Service's verbal approval is received for extension, enter notations on the "working" and original certificate copy in the block labeled "Extended To" as to the new expiration date, the date of approval, and the name of the person contacted at Civil Service.

NOTE: An appointment must be effected within 30 days from the expiration date.

## **C-174 CANCELLATION OF CERTIFICATE**

To cancel a certificate, check the box indicating cancellation and note reason for cancellation.

The first page only must be signed and dated by the Cost Center Manager and the original forwarded to the Examining Section at Civil Service. The "working" copy is retained in the Cost Center Manager's files and a copy is forwarded to the OFS Human Resource Section.

## **C-175 ADDITION OF CANDIDATES**

Should a Cost Center Manager feel that applicants have been incorrectly omitted from a certificate, he must contact the OFS Human Resource Section for assistance in adding these candidates to the certificate.

## **C-176 CIVIL SERVICE TELEPHONE NUMBERS**

The telephone number for the Examining Division of the Department of Civil Service concerning extensions of certificates is (225) 342-8536.

## **C-177 INQUIRY OF ELIGIBILITY (SF 9)**

An SF 9 Inquiry of Eligibility, available on the Civil Service website under HR Info Center at <http://www.civilservice.la.gov/Forms/downform.asp>, must be completed and mailed to each applicant in the top five grade groups on the certificate. Copies are retained by the Cost Center Manager. A copy of the General Circular No. 1369, Selective Service Registration for Hiring dated 10/04/1999 (<http://www.civilservice.la.gov/progasst/gencirc/GENCIRC99/GENCIR99.asp>) should be attached to the SF 9, if applicable.

Candidates must be given at least seven full days from the day after the inquiry is mailed to contact the Cost Center Manager or return the SF 9. If the seventh day falls on a weekend or holiday, the time is extended at least through the close of business on the next working day. Additionally, LA R.S. 1:60 (<http://www.legis.state.la.us/lss/lss.asp?doc=74104>) provides that any document postmarked on or before the due date shall be considered to be filed timely.

Candidates cannot be required to report for an interview prior to the close of business on the seventh day. However, if the candidate is agreeable, the interview may be held earlier.