

**COUNTY OF SAN DIEGO**  
DEPARTMENT OF HUMAN RESOURCES  
POLICY AND PROCEDURES MANUAL

---

SUBJECT: **EMPLOYMENT LISTS**

POLICY NUMBER: **101**

EFFECTIVE DATE: **June 1, 1990**

PAGE: **1 of 4**

REVISED DATE: **August 2009**

---

**POLICY**

The Department of Human Resources establishes and maintains employment lists of qualified persons eligible for appointment to permanent or temporary positions within the Classified Service.

**TYPES OF EMPLOYMENT LISTS**

- Reinstatement List
  
- Vocational Rehabilitation List (VOCR)
  
- Regular List (Eligible List)
  
- Transfer List
  
- Reemployment List
  
- Retiree List

**DESCRIPTION AND PURPOSE OF EACH LIST**

A. Reinstatement List

Reinstatement Lists are maintained for County employees who have gained permanent status in a position and who have been laid off or have demoted in lieu of a layoff. Reinstatement Lists have priority over all other Employment Lists. When a vacancy is to be filled in a class for which there is a Reinstatement List, this list will be used **FIRST** to certify the most senior name to fill the vacancy.

B. Vocational Rehabilitation List

Vocational Rehabilitation Lists are composed of County employees who have been designated as qualified injured workers by the Workers' Compensation Division. Individuals may be placed on Vocational Rehabilitation Lists for any class in which they are qualified and where the compensation does not exceed that of their permanent class. Vocational Rehabilitation Lists have priority over all other employment lists except the Reinstatement List.

C. Regular Employment List (Eligible List)

Regular Employment Lists are composed of candidates who have successfully competed in the selection process for employment in the Classified Service.

D. Transfer List

Transfer Lists are maintained for eligible employees who:

- Are interested in moving from one department to another department in the same class;  
or

**COUNTY OF SAN DIEGO**  
DEPARTMENT OF HUMAN RESOURCES  
POLICY AND PROCEDURES MANUAL

SUBJECT: **EMPLOYMENT LISTS**

POLICY NUMBER: **101**

EFFECTIVE DATE: **June 1, 1990**

PAGE: **2 of 4**

REVISED DATE: **August 2009**

- Are interested in moving to a class of equal or lower top salary step and possess the required employment standards and qualifications; or
- Have attained permanent status in a higher-paying class, left the former class within the past three years, and desire to return to the former class; or
- Are on a reinstatement or reemployment list as a result of layoff

A current employee serving in a permanent or certified temporary appointment in the Classified Service may request placement on a Transfer List by completing a "Request for Placement on Voluntary Transfer List", form DHR 144, for each class. Employees Serving Certified Temporary Appointments may be placed on a transfer list only for certified temporary appointment consideration unless certifiable for a permanent appointment in current class. Employees may contact departments to inquire about vacancies and let them know of their interest. A transfer request may be made even though a person may be on a Leave of Absence with or without the right to return. Note: Employees serving in the Unclassified Service who have never served in any capacity in the Classified Service do not have rights to place their names on a Transfer list (refer to DHR Policy 102B for more information).

Placement on a Transfer List shall expire after one (1) year but may be renewed by contacting the Department of Human Resources before the expiration date for renewal or submitting the "Request for Placement on Voluntary Transfer List" form DHR 144. An employee's name shall be removed from a Transfer List when employment with the County is terminated or after one (1) year of being placed on the list if renewal is not requested. Placement on a Transfer List as a result of layoff will continue until the employee's name is removed or expired from the reinstatement or reemployment list. Employees' names shall be placed on the Transfer List in alphabetical order and unranked. Employees who are appointed from a Transfer List shall serve the Probationary Period for the class involved unless waived by the Director (refer to DHR Policy 104 for more information).

**E. Reemployment List**

Reemployment lists are comprised of former County employees who successfully attained permanent status (passed a probationary period), performed satisfactorily at the time of separation from this position, and wish to be rehired in the Classified Service. This includes employees who have voluntarily resigned, retired County employees desiring to return to regular employment, and employees who have been laid off from a class that is not entitled to placement on a Reinstatement List.

A former employee must be certified for reemployment within three (3) years from the time of resignation from County Service. The three-year limitation does not apply to retired former employees. Reemployment shall be made to the same class where permanent status was last made or to a class having the same or a lower top rate of pay within the

**COUNTY OF SAN DIEGO**  
DEPARTMENT OF HUMAN RESOURCES  
POLICY AND PROCEDURES MANUAL

---

SUBJECT: **EMPLOYMENT LISTS**

POLICY NUMBER: **101**

EFFECTIVE DATE: **June 1, 1990**

PAGE: **3 of 4**

REVISED DATE: **August 2009**

---

same occupational area.

A former employee may request to be placed on a Reemployment List by completing Request for Placement on Reemployment List, DHR Form 86. Former employees may contact departments to inquire about vacancies and let them know of their interest. The Director will verify and certify former employee's eligibility to be placed on a Reemployment List. Former employees who are placed on a Reemployment List shall be in alphabetical order and unranked.

If the person is certified from a Reemployment List and receives a tentative offer of employment, the candidate must then satisfy the conditions of employment required by the position, which may include a medical examination and background check. Upon meeting these conditions, the person may be appointed to the position.

**F. Retiree List**

Former employees on service retirement may be reemployed for temporary employment for the class in which permanent employment was last made or to a class having the same or a lower top rate of pay within the same occupational area. Retired employees who had originally served in the Unclassified Service at their time of retirement shall be placed in the Temporary Expert Professional Employee (TEP) classification (job code 000896) upon returning to County service in an unclassified position. A retired former employee may NOT return to work until at least 90 calendar days following the last day worked as a regular employee (refer to DHR Policy 102B for more information).

A retired former employee may request to be placed on a Retiree List by completing Request For Placement on Retiree List form. Placement on a Retiree List shall expire after one (1) year but may be renewed by contacting the Department of Human Resources before the expiration date for renewal or submitting the "Request for Placement on Retiree List" form. Retired employees may contact departments to inquire about vacancies and let them know of their interest. Retired employees who are placed on a Retiree List shall be in alphabetical order and unranked.

**FURTHER INFORMATION**

For further information contact the Human Resources Services Division at (619) 236-2191. To access forms related to this policy, please refer to the County Intranet.

**REFERENCES**

Civil Service Rules Sections 3.2.1 thru 3.2.6; 4.2.1 thru 4.2.4; 14.1.10 thru 14.1.12

Compensation Ordinance, Section 1.3.3, 1.3.6

DHR Policy 102, Filling Vacancies, The Certification Process

DHR Policy 201, Layoff and Reinstatement

**COUNTY OF SAN DIEGO**  
DEPARTMENT OF HUMAN RESOURCES  
POLICY AND PROCEDURES MANUAL

---

SUBJECT: **EMPLOYMENT LISTS**

POLICY NUMBER: **101**

EFFECTIVE DATE: **June 1, 1990**

PAGE: **4 of 4**

REVISED DATE: **August 2009**

---

**SUPERCEDES**

DHR Policy 0110, Employment Lists

DHR Policy 0124A, Reemployment Lists

DHR Policy 0125, Transfer List

DHR Policy 0126, Reemployment from Service Retirement

DHR Policy 0127, Disqualification, Removal, or Inactivation from Employment List

DHR Policy 0171, Seasonal County Parks Employees Selection and Appointment

**APPROVED BY:**

**Original document signed and approved by Carlos G. Arauz on 8/18/09.**

Carlos G. Arauz, Director  
Department of Human Resources