

## Chapter Pers 12

### CERTIFICATION

Pers 12.01	Action by appointing authority	Pers 12.03	Selective certification
Pers 12.02	Action by the director	Pers 12.04	Use of related registers
		Pers 12.05	Termination of a certification

**Pers 12.01 Action by appointing authority.** When an appointing authority wishes to fill a vacancy, he shall submit a request to the director on the prescribed form.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

**Pers 12.02 Action by the director.** The director shall certify eligibles or authorize appointment by other means as provided in the law and rules. Except for persons who are on mandatory restoration registers from layoff or from demotions in lieu of layoff [see Wis. Adm. Code section Pers 16.03 (1)] or who have specified right of reinstatement, employment register shall normally be used in the following order of preference, subject to the discretion of the director: (a) promotional, (b) open competitive. The director shall place on file reasons for exceptions from this order of preference. The director may submit the names of persons interested in transfer or permissive reinstatement or restoration along with or in lieu of a certification.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

**Pers 12.03 Selective certification.** Whenever in exceptional circumstances an appointing authority demonstrates a clear need for special qualifications, such as specialized training or pertinent prior experience, and such request is approved by the director, selective certification may be made of persons having those qualifications, even though in so doing other persons on the register with higher ratings but without such special qualifications may not be certified to that particular vacancy. In such cases, the qualifications of the eligibles on the register shall be reviewed to determine if they possess the special qualifications beginning with the highest ranking eligible and continuing until certification can be made. The director shall place on file the reasons for making such certifications.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

**Pers 12.04 Use of related registers.** (1) Lacking a complete certification, the appointing authority may request additional names to complete the certification. Additional names may be certified and shall be considered in rank order following those originally certified.

(2) The director may certify additional names from registers of related higher or parallel classes to fill out an incomplete certification, or may make a complete certification from registers of related higher or parallel classes when no register exists for the class requested. This is provided that the examination for the higher or parallel classes have measured the capability of eligibles to perform the work of the class for which certification is to be made.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Register, September, 1975, No. 237

**Pers 12.05 Termination of a certification.** Certification from a register must be made prior to the expiration date of the register, and eligibility for appointment from such certification shall not extend more than 30 calendar days beyond the expiration date, unless the register has been extended or renewed.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.