



## **GENERAL**

BART creates hiring efficiency and improves candidate experience by using eligibility lists.

## **II. PURPOSE**

This procedure describes District practices around eligibility lists specifically for positions in the BART Police Department, both sworn and non-sworn. The purpose of an examination/selection process is to provide a list of qualified candidates to be considered for promotional opportunities.

## **III. OBJECTIVE**

Eligibility Lists are the most efficient and cost-effective method to hire for positions that are vacant and/or will become vacant within a 12-month period.

## **IV. DEPARTMENTS AFFECTED**

Police Department

## **V. IMPLEMENTATION**

### **A. Procedure**

1. Successful candidates who pass the selection process will be added to the eligibility list in the order of the final assessment score. The assessment score is based off of the results of the standardized interview, on a scale of 100, with a minimum passing score of 70%.
2. The top five candidates will be placed into a pool for selection. All five candidates have an equal ranking within the pool and order of placement in the pool does not establish the order of selection. The Chief of Police may select from any one of the five candidates within the pool. Once a candidate is selected, a new candidate will be added to the pool from the eligibility list, until the list is exhausted.
3. Eligibility lists are effective for 12-months from the date the list was established and in accordance with any applicable MOU. The Chief of Police or his/her designee may cancel or extend the eligibility list at their discretion.

## **COMPLIANCE**

The Human Resources Department in conjunction with the Office of Civil Rights shall ensure that all eligibility lists adhere to the expiration date and/or extensions. All vacancies are filled based on the needs of the Police Department and in accordance with the established collective bargaining agreement. Time in grade/time in rank eligibility requirements are part of the minimum qualifications of a position and are not part of the eligibility list formation.

## **VI. RESPONSIBILITY**

The Human Resources Department shall have responsibility for ensuring that this procedure is properly implemented.

## **VII. CROSS REFERENCE**

N/A