

(4) To render a written report to the County Executive forwarding a copy of such report to the County Council on or before January thirty-one of each year, discussing administration of the County Merit System for the preceding year and summarizing developments and progress made in meeting the objectives and purposes of Article VII of the Charter and of this title.

(5) To perform such other duties as may be requested by the County Executive from time to time.

(6) To delegate to the Personnel Officer any of its duties with the exception of its duty to hear and decide appeals taken under this act.

1.106—Method of Selecting New Employees

A. Vacancies

When a vacancy occurs in any position in the classified service, the appointing authority (Department Head) shall submit an employee requisition with all pertinent information to the Personnel Officer.

B. Certified Eligibles

The Personnel Officer shall submit to the appointing authority the five highest eligibles for the vacancy. These five will come from the promotional list. If there are not five eligibles on the promotional list, the Personnel Officer shall use the re-employment list to complete the five. If the promotional and re-employment lists do not contain a total of five names, the Personnel Officer shall use the open competitive list to complete the five.

1. Re-Employment Lists:

(a) The Personnel Officer shall place on the priority re-employment lists for that class the names of regular employees who:

- (1) Were laid off as a result of insufficient funds.
- (2) Takes maternity leave according to Personnel Rules of Howard County and whose position is not vacant upon her return to active duty.

(3) Are demoted, and their former position is no longer vacant, and there is no other position of the same or comparable grade.

2. Promotional and Open Competitive Lists:

(a) The names of all persons attaining at least the minimum qualifying composite rating on any promotional or open competitive examining procedure shall be placed on the eligible list in the order of their composite grades. In the event examining procedure is instituted to build up or lengthen an eligible list, the persons certified as eligible shall be integrated with the existing eligibility list in the same manner.

3. Duration of Eligible Lists and Eligibility of Individuals Thereon

(a) Eligibility lists shall be considered as expired and without effect one year after their formation.

(b) Eligibility lists shall be on file and available for inspection in the Personnel Office.

C. Scheduling and Announcement of Open Competitive Examinations