

(2) A request for selective certification shall:

- (i) be in writing;
- (ii) state the reasons for the request, including any duties of the position that require specific job-related qualifications; and
- (iii) certify that the request is not based on any factor prohibited by § 3-405 of this article.

(3) The Secretary may approve or disapprove any request for selective certification.]

[4-302.

(a) Except as otherwise provided in this section, if a request is made under § 4-301 of this subtitle, the Secretary shall certify to the appointing authority:

- (1) the five candidates with the highest standing on the list of eligible candidates for the class in which the position is included; or
- (2) if the list of eligible candidates contains fewer than five candidates, all of the candidates on the list.

(b) If the Secretary has approved a request for selective certification, the names certified under subsection (a) of this section may be limited to candidates who:

- (1) meet the job-related qualifications specified in the request; or
- (2) have indicated availability for the geographic area specified in the request.

(c) (1) If a class is unique to one principal department or other independent unit, the department or unit shall recruit, examine, or certify a list of eligible candidates to be considered for appointment to positions in the unique class in accordance with the provisions of this article.

(2) Notwithstanding the provisions of paragraph (1) of this subsection, the head of the principal department or other independent unit for a unique class may request that the Department recruit, examine, or certify a list of eligible candidates for any of its unique classes.

(3) (i) The individual in the principal department or other independent unit for a unique class certifying the list shall certify that the list was prepared in accordance with the provisions of this article.

(ii) If a list prepared by a principal department or other independent unit for a unique class is found not in accordance with the provisions of this title:

- 1. the individual who certified the list shall be subject to appropriate disciplinary action; and