

CERTIFICATION OF ELIGIBLES

To: KATHLEEN O'CONNOR

Appointing Authority: PARKS (INCLUDING PLAYLAND)

Job Class Code: C0327

Eligible List#: 66-429

Sub List Code: XXX

Title: CURATOR

Group Code:

Date List Established: 08-18-23

Certification Type: REGULAR

Eligible List Type: OPEN COMPETITIVE

Certification #: 000034991

Selection Type: GENERAL

Salary** : \$63,250.00 - 78,865.00*

Date Certification Issued: 08-30-23

Type of Appointment: PERMANENT

This certification becomes void on 10-28-23, which is 60 days from the date it was issued. You are only authorized to canvass this certification once.

This is a certification for the title, CURATOR *

You must annotate and return this certification to our office as a record of your official actions and may keep a copy for your records. You must select one of the three highest-ranking eligibles willing to accept appointment. All eligibles tied with the third highest who is willing to accept appointment may also be considered for appointment.

The following documents must be attached to the copy of the certification you sign and returned to our office to support your actions:

Form(s) PTF/LJ1 and appointment letter(s) for any eligibles who are appointed, which must indicate job title, salary, effective date, type of appointment, and applicable probationary term.

Original canvass response letters, all letters of declination, and copies of non-selection letters.

A sample letter of canvass and personalized copies for each candidate that did not respond.

Please read the instructions at the end of this document carefully.

****Please note that all eligibles declining appointment must have been offered the same salary offered to the eligible selected for appointment.**

Name
Address

Other
Credits

Final
Score

Comments/
Restrictions

Canvass Results
Appt Date / Salary

90.0

Replied 9/11/23
Interested

90.0

Replied
Interested

90.0

Replied
Appt 8/30/23

85.0

appointed
8/30/23
Interested

80.0

appointed
8/30/23
Interested

80.0

Remain
List
Interested

75.0

appointed
8/30/23
Interested

75.0

appointed
8/30/23
Interested

70.0

appointed
8/30/23
Interested

70.0

Replied
Interested

Instructions

This Certification of Eligibles contains all of the names on the above eligible list.

This certification of eligibles is for **Full-time** positions only. You may not use this certification of eligibles to make Part-time appointments.

The provisional appointment(s) of the following individual(s) must be terminated by **October 28, 2023** if a permanent appointment is made. Form PTF must be submitted with a copy of this Certification of Eligibles.

[REDACTED]

If, after canvass there are fewer than three (3) acceptors, **DO NOT MAKE A PROVISIONAL OR TEMPORARY APPOINTMENT**. Contact the Department of Human Resources (Recruitment & Selection Unit). We will provide information on examinations and/or candidate rosters of those who have participated in the most recent examination or newly established eligible lists in this title.

The Appointing Authority is responsible for conducting reference checks prior to appointment. They are also responsible for verifying the appointee(s) possess required license(s)/certification(s), and ensuring they are maintained throughout employment in this title.

This Certification of Eligibles may not be extended beyond the sixty (60) day period.

This is to certify that the above Certification of Eligibles was either not canvassed or, canvassed in accordance with proper procedures and Civil Service Law, and that ALL eligibles declining appointment were offered the HIGHEST SALARY OFFERED to anyone SELECTED for appointment.

Tom Albert - McLaughlin
Appointing Authority Signature

9/13/23
Date

eqdy