



## **CLINTON COUNTY DEPARTMENT OF PERSONNEL**

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### **Personnel Director**

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TO: All Clinton County Municipal Employers

FROM: Clinton County Department of Personnel

DATE: February 8, 2012

RE: Clinton County Civil Service Informational Memo #8 (2-12)

### **Open Competitive and Promotional Exams - CS Law, Section 51(2)**

If a civil agency plans to fill a vacancy by open-competitive examination only, and three or more employees in the promotional unit meet the promotional qualifications for the position, then the civil agency and the civil service agency (Clinton County Department of Personnel) must post a notice of intent to fill the position on an open-competitive basis only, for at least 15 days prior to the open-competitive exam date. Such notice is not necessary if: 1) there are less than three persons eligible for promotion or 2) a promotional examination is held along with an open-competitive examination.

The agency may be required to establish promotional qualifications for the vacant title so we can determine if there are three or more employees in the promotional unit that meet the promotional qualifications for the position.

Any employee who believes a promotional examination should be held instead of an open-competitive examination, may submit his or her written request to the Clinton County Department of Personnel with reasons why it is practicable and in the public interest to fill the vacancy by holding a promotional examination.