

Limited Three Rank Model Frequently Asked Questions (FAQs)

General

Q. What is a limited three rank model?

A. Per California Code of Regulations, title 2, section 194, a limited three rank model allows all candidates who meet the minimum qualifications and successfully pass the examination to be placed in one of three ranks.

Q. Does CalHR approve the use of a limited three rank model?

A. No. Departments have delegated authority to use a limited three rank model in accordance with Board rule 194 for classifications they have delegated testing authority to administer.

Q. Are there established criteria that departments must adhere to when using a limited three rank model?

A. Yes. Board Rule 194 and CalHR Policy 1102 identify the criteria for using a three limited rank model.

Q. Can I use a limited three rank model for all examination processes?

A. The model may not be appropriate for all examination processes. Board Rule 194 and CalHR Policy 1102 identify criteria under which a limited three rank model is most effective.

Q. Why would a department not want to use a limited three rank model?

A. Departments may wish to use a more traditional scoring model (i.e., 6 or 9 limited scores) for larger candidate pools (to allow for a more manageable screening process) or when administering a rigorous assessment process (on the theory that top performers are most likely to be successful on the job).

Q. If my examination process does not meet the limited three rank model criteria as described in Board Rule 194 and CalHR Policy 1102, but my department has a compelling reason to use the model, will CalHR allow an exception to the policy?

A. CalHR is committed to working with departments to meet their hiring needs and understands there may be unique circumstances that may allow for the use of a limited three rank model outside of the policy criteria. If a department decides to use the model

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outside of the criteria, they must maintain documentation identifying the decision and reason why the model was chosen.

List/Certification

- Q. Since a limited three rank model establishes a three-rank list, does this allow for all candidates who pass the exam to be eligible for immediate appointment?**
- A. Departments are still required to adhere to all list preference and certification rules. Minimum qualifications (MQs) also need to be verified prior to appointment
- Q. Since the intent of using a three limited rank model is to have immediate access to all successful candidates, are departments still required to consider reemployment, SROA, career credits, promotional list priority, and career credits?**
- A. Yes. Departments are still required to adhere to all list and certification rules, including employment preference.
- Q. What scores are used to establish a three limited rank model list?**
- A. Successful candidates are awarded a score of 95, 85 or 75 based on their performance. Unsuccessful candidates receive a score of 65.
- Q. Are departments required to use the scores established by CalHR when using a three limited rank model?**
- A. Yes. Departments are required to use the scoring model established by CalHR to ensure consistency and to streamline the process (e.g., transfers, merging lists).

Job Analysis

- Q. Are departments still required to complete a job analysis study?**
- A. Yes. Current and thorough job analysis studies are required for all civil service examinations.

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Q. Are departments required to submit a copy of the job analysis report to CalHR for review and approval?

A. No. While departments are required to complete a job analysis study, they are not required to submit reports to CalHR for review and approval.

Q. Are job analysis reports subject to review if using a limited three rank model? If yes, by who?

A. All job analysis reports are subject to review by SPB during compliance reviews and/or by CalHR if needed.

Documentation

Q. Are departments required to complete a CalHR 264 form?

A. Departments are not required to complete the CalHR form before using the model, it is offered as example. But departments must maintain similar documentation per the policy.

Q. Can departments develop their own version of the CalHR 264 form?

A. Yes, as long as it contains the information found in the CalHR sample form.

Q. Will the CalHR 264 form be subject to review? If yes, by who?

A. The form (or the departmental version of it) may be subject to review by SPB during a compliance review and by CalHR if needed.

Q. Do I need a justification to use a limited three rank model?

A. Departments are required to identify the criteria used from Board Rule 194 and maintain any other documentation supporting the use of the model.

Q. What type of documentation should departments maintain and why is it required?

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- A. State agencies are required to maintain examination records, which includes records related to an examination that uses a limited three-rank method for a minimum of five years from the date of creation of the record as specified in Board Rule 26. Appointment records are also required to be retained pursuant to Board Rule 26. Departments should reference CalHR's Limited Three Rank Model Determination Form for guidance on the information that should be maintained.
- Q. What is the retention period for maintaining documentation when using a limited three rank model?**
- A. Departments must retain documentation for a minimum of five years per Board Rule 26.
- Q. If a department fails to complete and maintain the required documentation for a limited three rank model, what action may be taken by CalHR and/or SPB?**
- A. Failure to comply with Board Rule 26 may result in revocation of delegated authority to use a limited three rank model and/or other action deemed appropriate by CalHR and/or SPB, including but not limited to voiding appointments, abolishing the list, and invalidating the exam.

Test Development/Assessment Tools

- Q. Are there requirements to develop specific types of testing tools when using a limited three rank model?**
- A. While there are no specific requirements for the types of testing tools, we recommend that departments develop tools that accurately examine the competencies required for successful job performance.

Resources/Tools

- Q. Are there any training classes that may assist in gaining an understanding of the various assessment tools that may be used as a part of the hiring process?**
- A. Yes. "Best Hiring Practices" is a one-day class designed to provide departments with an understanding of how to conduct a fair, equitable, and competitive hiring process using a variety of tools and resources to identify the most qualified candidate(s). In addition, the CalHR Selection Division offers a number of detailed training classes on assessment methods as part of its Selection Analyst Training Program. More information can be found on [CalHR's training website](#).

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Q. Who should I contact if I have additional questions?

A. Departments may submit their questions to SDPolicy@calhr.ca.gov.