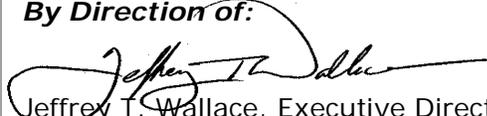


MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Selective Certification of Classified Service Eligibles	Number: 580.15 Amended
Date: April 11, 2012	By Direction of:  Jeffrey T. Wallace, Executive Director, State Civil Service Commission
Contact Agency: State Civil Service Commission, Bureau of Policy and Information Services, Telephone 717.783.7097	

This directive establishes policy, responsibilities and procedures for certification of eligibles who meet specific job criteria or who possess special knowledge, skills and abilities essential to the performance of certain jobs. Marginal dots are excluded due to major changes.

1. **PURPOSE.** To establish policy, responsibilities and procedures for certification of eligibles who meet specific job criteria or who possess special knowledge, skills and abilities essential to the performance of certain jobs.
2. **SCOPE.** Applies to all state agencies, which are identified in *Civil Service Act, 71 P.S. § 741.3(d)*, and to state agencies and political subdivisions of the commonwealth which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in *Civil Service Act, 71 P.S. § 741.212*.
3. **OBJECTIVE.** To provide policy, responsibilities and procedures associated with requesting and issuing certifications that are restricted to eligibles who meet specific criteria or possess special knowledge, skills and abilities essential to the performance of the duties and responsibilities of a position.
4. **DEFINITION.**
 - a. **Appointing Authority.** The officers, board, commission, person or groups of persons having power by law to make appointments in the classified service.
 - b. **Certification.** The referral of one or more eligibles by the Executive Director, SCSC, to an appointing authority, in order to fill one or more positions or to take appropriate classification action.

- c. **Code 37.** A selective certification used to fill a vacancy by appointment from an eligible list of qualified eligibles who meet the specific criteria as approved by the Executive Director, SCSC.
- d. **Code 38.** A selective certification used to fill a vacancy by selection from an eligible list of qualified agency employees with regular or probationary status who meet the specific criteria as approved by the Executive Director, SCSC.
- e. **Code 39.** A selective certification used to fill a vacancy by selection from an eligible list of qualified employees with regular or probationary status of any agency, including state and local government, who meet the specific criteria as approved by the Executive Director, SCSC.
- f. **Eligible List.** An employment list, promotion list or reemployment list.
- g. **Selective Certification.** An eligible list which is restricted to individuals who meet specific criteria or possess special knowledge, skills and abilities essential to the performance of the duties and responsibilities of a position.

5. POLICY.

- a. The Executive Director, SCSC, may authorize selective certification of eligibles for positions for which an appointing authority has demonstrated clearly and objectively that criteria such as age, gender, race, medical or physical standards, or special experience, training, licensure, knowledge, skills or abilities constitute qualifications essential to the performance of the duties and responsibilities of the positions. Failure to demonstrate that the additional qualifications are essential will result in the rejection of the request and issuance of a standard certification.
- b. Requests for selective certification will not be authorized when the sole purpose is to achieve equal employment opportunity goals.
- c. Unless expressly stated, selective certification authorizations will not carry-over when the positions for which they were issued again become vacant. Reauthorization must be requested.
- d. Approval is required to include selective criteria on job postings.
- e. References: § 601, Civil Service Act, 4 Pa. Code § 95.5a, and Manual 580.1, *Certification of Eligibles for the Classified Service*.

6. RESPONSIBILITIES.

- a. The **Appointing Authorities** shall:
 - (1) Identify the specific criteria deemed essential to the performance of the duties and responsibilities of the position being filled. **Note:** The specific criteria requested may not exceed the level of education or training contained in the job specification, e.g., if the job specification indicates that a bachelor's degree is required, requests specifying a master's degree will not be approved; or if the job specification indicates one year of experience, requests for more than one year of experience will not be approved.

- (2) Complete Form SCSC-5274, Request for Selective Certification, when requesting an eligible list or seeking approval to place the specific criteria on a job posting. **Note:** Unless SCSC approval has been given, appointing authorities may not place language on a job posting which restricts the applicant pool to those meeting specific criteria, which differs from the minimum experience and training requirements and necessary special requirements identified in the job specification.
- (3) Select and appoint eligibles in accordance with SCSC rules and regulations.

b. The **State Civil Service Commission** shall:

- (1) Review selective certification requests submitted by appointing authorities.
- (2) Provide the requesting appointing authority with notice of approval or disapproval of the selective certification.
- (3) Compile eligible lists of those who indicate meeting the specific criteria requested.
- (4) Verify eligibles' documented claims of special knowledge, skills or abilities which qualified them for the selective certification.
- (5) Audit selective certifications utilized by appointing authorities to either appoint or promote an individual in the classified service.

7. PROCEDURES.

a. Along with the procedures contained in *Manual 580.1, Certification of Eligibles for the Classified Service*, appointing authorities must:

- (1) Complete PART A of Form SCSC-5274, Request for Selective Certification. In item #17, SPECIAL REQUIREMENTS AND JUSTIFICATION, explain why the requirements are necessary and identify the amount of time an individual must have performed the requirements. For requests based on compliance with a specific regulation, cite or attach a copy of the regulation. If the request is being made due to race, gender, age or language requirements, provide the total client population, how many clients meet the criteria identified, the total number of employees in the appointing authority or at the location filling the vacancy, as applicable, and how many of those employees meet the criteria identified.
- (2) Submit requests to the:

State Civil Service Commission
Veterans' Preference and Certification Division
5th Floor, Strawberry Square Complex
320 Market Street
Telephone: 717.783.7097
Fax: 717.783.0419

Or for U.S. Postal Service deliveries:
P.O. Box 569
Harrisburg, Pennsylvania 17108-0569

Or email at ra-cs-certs@pa.gov

- b. The Executive Director, SCSC, will review selective certification requests. If the selective certification is approved, then SCSC staff will canvass the applicable eligibles for the specific criteria requested. Eligibles meeting the specific criteria requirements will be placed on a certification which will then be issued to the requesting appointing authority. Selective certification requests that are disapproved will be returned to the requesting appointing authority without action.
- c. Selective certification requests that are approved will specify the number of positions that may be filled using that certification. Additional appointments from that certification may not be made without receiving prior approval from the Executive Director, SCSC. Requests for additional appointments may be sent to the address listed in paragraph 7.a.(2) of this directive.
- d. Form SCSC-5274, Request for Selective Certification, can be obtained by visiting the SCSC's website at www.scsc.pa.gov and logging on the human resource professional website. Agencies are encouraged to replenish stock by use of their own reproduction facilities. Forms may also be obtained from the:

State Civil Service Commission
Support Services Unit
Basement, Strawberry Square Complex
320 Market Street
Telephone: 717.787.5632

Or for U.S. Postal Service deliveries:
P.O. Box 569
Harrisburg, Pennsylvania 17108-0569

This directive replaces, in its entirety, *Management Directive 580.15*, dated June 26, 1990.

Enclosure 1 – Form SCSC-5274, Request for Selective Certification

REQUEST FOR SELECTIVE CERTIFICATION

INSTRUCTIONS

- Prepare this form by completing PART A. If applicable, attach appropriate document(s), e.g., Information Technology Skills Inventory or copy of appropriate regulation.
- Submit via e-mail to: ra-cs-certs@pa.gov
- PART B is completed by the Executive Director, SCSC, after which, the requesting appointing authority will receive written notification indicating approval or disapproval of this request.

PART A

1. CLASS CODE AND TITLE		2. REQUISITION NUMBER	
3. REQUESTING AGENCY (Code and Name)		4. BUREAU (Code and Name)	
5. LOCATION OF POSITION(S) (Code and Name)		6. NO. of POSITIONS	7. POSITION NUMBER(S)
8. APPLY SELECTIVE CRITERIA TO: (Mark One). <input type="checkbox"/> CERTIFICATION <input type="checkbox"/> POSTING <input type="checkbox"/> BOTH		9. TYPE CERTIFICATION	10. NO. of NAMES
11. TYPE LIST			
12. TYPE APPOINTMENT	13. SCSC-98 SOFTWARE REQUEST <input type="checkbox"/> YES <input type="checkbox"/> NO	14. SHIFT CODE	15. DISTRICT/REGION CODE
16. AGENCY CONTACT PERSON			
16A. SIGNATURE OF AUTHORIZED AGENT		16B. DATE SIGNED	
16C. TYPED OR PRINTED NAME AND TITLE		16D. TELEPHONE NUMBER	16E. EMAIL ADDRESS
17. SPECIAL REQUIREMENTS AND JUSTIFICATION AS IDENTIFIED IN MANAGEMENT DIRECTIVE 580.15. (Use additional sheets of paper if necessary.)			

PART B

18. SCSC ACTION (See Attached Memo for Additional Information.)	
18A. THE FOLLOWING REQUIREMENTS ARE: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
18B. SIGNATURE	18C. DATE