
MANAGEMENT DIRECTIVE

580.24
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Promotion of Employees in Unskilled Positions Into the Classified Service

By Direction Of:



Jeffrey T. Wallace, Executive Director, State Civil Service Commission

Date:

September 14, 2006

This directive contains policy and procedures for promoting employees in the unclassified service from unskilled positions to skilled positions. This directive contains minor changes.

1. **SCOPE.** Applies to all classified service positions in state agencies identified in § 3(d), *Civil Service Act of August 5, 1941, P. L. 752, as amended*, and political subdivisions of the Commonwealth which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in § 212, *Civil Service Act*.

2. **POLICY.**

a. § 501, *Civil Service Act*; 4 Pa. Code § 95.7(c)(4); *Management Directive 535.4, Use of State Work Program and Public Services Trainee Classes*; and *Manual 580.1, Certification of Eligibles for the Classified Service*.

b. Employees working in the unclassified service in unskilled positions may move to semi-skilled or skilled positions in the classified service by promotion without examination.

c. The requirements for promotion without examination for employees in unskilled positions are:

(1) **General.**

(a) The promotion must be into a classified service position immediately above the employee's own position, e.g., from a position in a class listed in Table 1, Enclosure 1, to a position in a corresponding class listed in Table 2, Enclosure 1.

Example: Laborer to Semi-Skilled Laborer or to a class not listed, when approved by the SCSC, which currently exists in the work unit and location and historically has been used as a line of promotion from the unskilled class.

(b) The promotion must be based on seniority and meritorious service.

(c) The employee must meet all requirements established for the higher level position.

(d) The employee must meet Pennsylvania residency requirements if they exist.

- (e) The employee must satisfactorily complete a six-month probationary period in the classified service position.

(f) Promotions effected pursuant to this directive are limited to the specific work unit and work location where the classified service vacancy exists.

(2) Special.

- (a) § 501 of the *Civil Service Act* mandates that preference shall be given to employees in unskilled positions when filling semi-skilled or skilled positions. Agencies may use existing civil service eligible lists to fill semi-skilled or skilled positions ONLY when no employees in unskilled positions are available for promotion.

(b) When a valid reclassification of an unskilled position occurs, the incumbent of such unskilled position must meet the minimum requirements for the semi-skilled or skilled position in order to be promoted into the classified service.

(c) If promotional seniority provisions of collective bargaining agreements apply to an action, such provisions are controlling.

(3) Classified service positions may not be downgraded to unskilled nonclassified service positions for the sole purpose of appointing non-civil service employees and subsequently promoting them into the classified service unless such action is in accordance with *Management Directive 535.4*.

3. PROCEDURES.

- a. Other classified service positions not listed in Table 2, Enclosure 1, may be approved by the SCSC for use by a given agency at a specific work location. Forward requests with written justification, including an explanation of the normal line of promotion, to the:

- Executive Director
- State Civil Service Commission
- 4th Floor, Strawberry Square Complex
- 320 Market Street

- OR, for U.S. Postal Service deliveries:

- P.O. Box 569
- Harrisburg, PA 17108-0569

b. Requests for promotion without examination should be forwarded with the following documentation to the:

- State Civil Service Commission
- Bureau of Technical and Information Services
- 3rd Floor, Strawberry Square Complex
- 320 Market Street

Or, for U.S. Postal Service deliveries:

P.O. Box 569
Harrisburg, PA 17108-0569

- **(1)** Submit Form SCSC-90, *Request for Certification*, with type certification code "64" appearing in Item 7. Enter in Item 17, Form SCSC-90, the employee's name and the last four digits of the social security number (e.g. XXX-XX-0001). Indicate on Form SCSC-90 if promotion is due to position reclassification. For state agencies, include the employee number.
- **(2)** Completed Form SCSC-1, *Application for Employment/Promotion*.
- **(3)** Forms SCSC-90 and SCSC-1 are not required if the employee is on list for the class for which promotion is anticipated. Use certification number 99064. The appointing authority must make sure the employee meets all requirements for the higher level class.

Enclosure:

1 - *Unskilled and Classified Service Positions*

- **This directive replaces, in its entirety, *Management Directive 580.24*, dated May 28, 1996.**

Unskilled and Classified Service Positions

**Table 1
Unskilled, Non-Classified Service Positions**

**Table 2
Classified Service Positions**

CLASS CODE	CLASS	TITLE	CLASS CODE	CLASS	TITLE
32010.....		Laboratory Assistant	32030.....		Laboratory Technician
53980.....		Forest Insect Pest Aide 1	53990.....		Forest Insect Pest Aide 2
80210.....		Custodial Worker 1	80220.....		Custodial Worker 2
81010.....		Food Service Worker 1	81020.....		Food Service Worker 2
			81150.....		Cook 1
82010.....		Laundry Worker	82110.....		Washing Machine Operator
			82210.....		Laundry Supervisor
90010.....		Laborer	90030.....		Semi-Skilled Laborer
			92100.....		Equipment Operator A
			93000.....		Tradesman Helper
			97110.....		Utility Plant Operator 1
96660.....		Bindery Worker 1	96670.....		Bindery Worker 2
97010.....		Utility Plant Helper or Laborer	97110.....		Utility Plant Operator 1
L1021.....		Custodial Worker 1 (Local Government)	L1022.....		Custodial Worker 2 (Local Government)
L1031.....		Food Service Worker 1 (Local Government)	L1032.....		Food Service Worker 2 (Local Government)
			L1011.....		Cook 1 (Local Government)
L1055.....		Laborer (Local Government)	L1056.....		Semi-Skilled Laborer (Local Government)
			L1025.....		Equipment Operator 1 (Local Government)

*The Laundry Worker is an appropriate next lower class only when the authorized complement has historically no Washing Machine Operator position.

Current as of Executive Board Amendment No. 655