
MANAGEMENT DIRECTIVE

410.11

Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Commonwealth's Equal Employment, Outreach, and Employment Counseling Program

By Direction Of:


Thomas G. Paese, Secretary of Administration

Date:

May 8, 1997

This directive establishes policy, responsibilities, and procedures for implementing a Commonwealth Equal Employment, Outreach, and Employment Counseling Program.

1. PURPOSE. To establish responsibilities and procedures for implementation of the Commonwealth's Equal Employment, Outreach, and Employment Counseling Program.

2. SCOPE. Applies to all agencies, boards, and commissions under the Governor's jurisdiction.

3. POLICY.

a. It is Commonwealth policy to ensure equal employment opportunity in every aspect of state employment.

b. The Office of Administration (OA), Bureau of Equal Employment Opportunity (BEEO) will provide assistance to state agencies in all areas of this program and will monitor the performance of each agency in this regard.

c. The Commonwealth can achieve a successful Equal Employment Opportunity Program through the cooperation of Agency Heads, Equal Opportunity Managers/Specialists and staff, Personnel Officers, and all personnel involved in managing state government.

d. The program will be a cooperative effort requiring interaction between the agencies, the OA, Bureau of Equal Employment Opportunity, the State Civil Service Commission, and the OA, Bureau of State Employment.

4. OBJECTIVES.

a. Develop and implement a comprehensive Equal Employment, Outreach, and Employment Counseling Program in order to establish and maintain equal employment opportunities for qualified minorities, women, and persons with disabilities.

b. Ensure that all employees or prospective employees in all agencies are treated in a fair and equitable manner as it relates to consideration for employment in state government.

c. Define roles and responsibilities of Agency Heads, Personnel Officers, Equal Opportunity Managers/Specialists, and all other individuals involved in recruitment of minorities, women and persons with disabilities throughout state government.

Distribution: B

(Equal Employment Opportunity, OA, 717/783-1130) Page 1 of 4

d. Identify the essential elements of the state-wide recruitment efforts addressed in this directive.

e. Increase awareness of the objectives of the Commonwealth's Equal Employment, Outreach, and Employment Counseling Program.

5. RESPONSIBILITIES.

a. The Secretary of Administration shall direct the development, implementation, and administration of the Commonwealth's Equal Employment Opportunity Programs through the OA, Bureau of Equal Employment Opportunity.

b. Office of Administration, Bureau of Equal Employment Opportunity shall:

(1) Coordinate recruitment activities for minorities, women, and persons with disabilities with the Bureau of State Employment and the State Civil Service Commission.

(2) Provide leadership to agencies in the development and implementation of a comprehensive Equal Employment, Outreach, and Employment Counseling Program to assist state agencies in the recruitment of qualified minorities, women, and persons with disabilities.

(3) Suggest strategies to link qualified candidates with the employment needs of state agencies.

(4) Refer resumes and applications to the State Civil Service Commission for evaluation, testing, and inclusion in the Civil Service Human Resources Bank and to the Bureau of State Employment for inclusion in their Resume Bank.

c. State Civil Service Commission shall:

(1) Administer and coordinate the state-wide program for recruitment for classified service positions.

(2) Receive and evaluate all applications for civil service positions.

(3) Provide employment counseling to candidates.

(4) Ensure that all persons interested in employment are afforded equal opportunity to apply and be examined.

(5) Assist agencies in recruiting applicants for civil service, scarce skills, and hard-to-fill job titles.

d. Bureau of State Employment shall:

(1) Receive and evaluate all applications for non-civil service positions.

(2) Coordinate recruitment of candidates for non-civil service positions.

(3) Coordinate with the OA, Bureau of Equal Employment Opportunity and the State Civil Service Commission to enable the agencies to meet equal employment opportunity objectives.

e. Agency Heads shall:

(1) Ensure the agency's commitment to equal employment opportunity and the OA, Bureau of Equal Employment Opportunity's initiatives are clearly transmitted and actively supported by agency managers.

(2) Designate appropriate staff responsible for supporting this program.

f. Equal Opportunity Managers/Specialists shall:

(1) Coordinate with the agency's Personnel Officer in identifying recruitment needs.

(2) Include in the Equal Employment Opportunity Plan an agency-specific action plan on recruitment and outreach.

(3) Provide orientation and training to managers, supervisors, and employees regarding this program.

(4) Provide the OA, Bureau of Equal Employment Opportunity with copies of resumes received at the agency level.

(5) Participate with the OA, Bureau of Equal Employment Opportunity, the State Civil Service Commission, and the OA, Bureau of State Employment in recruitment and outreach initiatives.

g. Personnel Officers shall:

(1) Coordinate with the OA, Bureau of Equal Employment Opportunity and agency Equal Employment Opportunity Managers/Specialists to meet agency equal employment opportunity objectives.

(2) Provide the OA, Bureau of Equal Employment Opportunity with copies of resumes received at the agency level.

6. PROCEDURES.

a. Educational Institutions. It is critical to the success of the program to interact on a continuous basis with educational institutions including vocational schools and training centers. The OA, Bureau of Equal Employment Opportunity and the agencies shall:

(1) Utilize the State Civil Service Commission's automated directory of colleges, universities, and technical schools and identify those schools with a significant number of minorities and women.

(2) Contact institutions to introduce the program, open lines of communication, and request inclusion in their mailing lists and activities.

(3) Visit institutions, meet with placement coordinators, faculty and students, and provide them with comprehensive information and orientation regarding state employment.

(4) Based on employment needs, prepare a schedule of visits to educational institutions to attend career days, job fairs, and other activities as the need arises. Emphasis will be on scarce skills and hard-to-fill positions, and those with few minority and female employees.

(5) Coordinate, with the State Civil Service Commission, Bureau of State Employment, and other state agencies, visitations, presentations, and attendance at job fairs and other related activities.

(6) Utilize alumni of educational institutions as a source for attracting and referring qualified candidates.

b. Community Organizations. Community organizations are a valuable source of potential candidates for employment. The Equal Employment, Outreach, and Employment Counseling Program will build partnerships with community organizations to attract qualified candidates. The OA, Bureau of Equal Employment Opportunity and the agencies shall:

(1) Utilize the available equal employment opportunity contacts maintained by the State Civil Service Commission and identify community organizations which may be a source of qualified applicants for the identified job titles.

(2) Contact organizations to introduce the program, open lines of communication, and request a calendar of their activities.

(3) Include appropriate community organizations in recruitment mailings for specific job announcements.

(4) Visit and interact with community organizations and conduct orientation meetings on employment opportunities; explain Civil Service and Non-Civil Service systems; describe application processes and testing; explain the role of the Job Centers; explain resume development; and provide copies of handouts, brochures, and other appropriate materials.

(5) Coordinate with the State Civil Service Commission, Bureau of State Employment, and other state agencies, visitations and presentations to community organizations.

c. Employment Counseling. An effective equal employment and outreach program must include a comprehensive employment counseling component which will yield better informed candidates and enhance the opportunities of candidates to be selected for employment. The State Civil Service Commission has in place an employment counseling program. Additionally, the OA, Bureau of Equal Employment Opportunity will:

(1) Provide employment counseling to candidates through scheduled appointments. Candidates will be asked to bring a resume or information on their job history and education at the time of the counseling session. Candidates also will be asked to complete Civil Service and Non-Civil Service applications.

(2) Review the candidate's resume for employment opportunities. The application and hiring processes for Civil Service and Non-Civil Service positions will be explained thoroughly to each candidate.

(3) Provide the candidate with general information on the positions for which he or she expresses interest.

(4) For Non-Civil Service applications, have candidates complete Form STD-300, Application for Non-Civil Service Employment. Candidates will be counseled on how to complete the application, with particular emphasis on the positions for which they expressed interest, previous experience, education, minimum salary, and references.

d. Processing of Resumes/Applications. The OA, Bureau of Equal Employment Opportunity will:

(1) Evaluate the resume and determine the fields of employment for which the candidate is qualified.

(2) Forward the resume to the State Civil Service Commission for evaluation and possible inclusion in their Human Resources Bank.

(3) Forward the Civil Service applications to the State Civil Service Commission for test scheduling.

(4) Forward the Non-Civil Service applications to the Bureau of State Employment.

(5) Maintain a computerized system of resumes and applications processed.

(6) Maintain resume books containing resumes evaluated and classified by experience and education.

e. Monitoring. The OA, Bureau of Equal Employment Opportunity will periodically monitor and evaluate results to determine if the Equal Employment, Outreach, and Counseling Program is effective making necessary adjustments where needed.