

---

# MANAGEMENT DIRECTIVE

515.10  
Amended  
Number

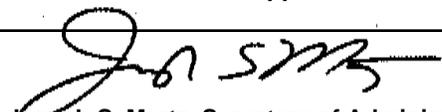
COMMONWEALTH OF PENNSYLVANIA  
GOVERNOR'S OFFICE

---

Subject:

Selection and Appointment to Non-Civil Service Positions

By Direction Of:

  
Joseph S. Martz, Secretary of Administration

Date:

February 16, 2006

---

This directive updates policy and procedures for hiring into Non-Civil Service positions. References to using Vacancy Templates to request candidates for a vacancy are included in this amendment.

1. **PURPOSE.** To establish policy and procedures for the referral and appointment of candidates for Non-Civil Service positions.
2. **SCOPE.** Applies to all Non-Civil Service positions in agencies under the Governor's jurisdiction, except for the following:
  - a. Non-Civil Service positions for:
    - (1) State Police enlisted personnel.
    - (2) State colleges and university personnel.
  - b. Senior level policymaking personnel. (See *Management Directive 515.16, Appointment to Senior Level Positions.*)
3. **OBJECTIVE.** To establish procedures for the receipt, evaluation, referral, and disposition of applications submitted for Non-Civil Service positions with the various state agencies.
4. **POLICY.** Non-Civil Service vacancies will be filled by the best available candidates based on objective, work-related job criteria. Candidates will be referred by the Office of Administration, Bureau of State Employment (BSE). No agency shall interview an applicant before receiving approval from BSE. No commitments are to be made until the agency has received the final recertification from BSE.
5. **RESPONSIBILITIES.**
  - a. **The Secretary of Administration** is responsible for the overall coordination of the system of referral and selection of Non-Civil Service candidates for vacancies in agencies under the Governor's jurisdiction.

**b. The Bureau of State Employment, Office of Administration (OA),** is responsible for:

- (1) Receipt and evaluation of all resumes and Personal Data Sheets for Non-Civil Service positions.
- (2) Identification of and referral of candidates to available Non-Civil Service positions.
- (3) Coordination of recruitment for Non-Civil Service candidates.
- (4) Maintenance of active resumes for individuals seeking Non-Civil Service positions.
- (5) Working directly with the Bureau of Equal Employment Opportunity, OA, to meet equal employment opportunity goals of the Commonwealth.

- (6) Coordination of all Non-Civil Service Government Services Interns, Secondary School Interns, and Seasonal programs.
- (7) Testing of clerk typist candidates for required positions in the Harrisburg area.

**c. Agency Human Resource Directors** are responsible for:

(1) Submission of an Electronic Mail (E-mail) message to BSE utilizing the Vacancy Template to request candidates for a vacancy.

(2) Coordination of interviews and selections of candidates.

- (3) Testing of clerk typist applicants outside the Harrisburg area using the standard BSE clerk typist test.
- (4) Notification via e-mail to BSE within 20 days of receipt of candidate selection or reasons for nonselection.

(5) Continuous coordination with BSE to meet equal employment opportunity goals.

**6. PROCEDURES.** All agencies under the Governor's jurisdiction are to comply with the following procedures for the employment of Non-Civil Service applicants.

**Procedure 1. Availability and Completion of Non-Civil Service Applications.**

**a. Agency Human Resource Office.**

- (1) Provides Form STD-300 (Rev. 05/05), Application for Employment, Personal Data Sheet, to applicants.

(2) Submits resume with Personal Data Sheet to the Bureau of State Employment, Room 110, Finance Building, for evaluation and referral to state agencies.

- **b. Bureau of State Employment.** Issues Form STD-300 (Rev. 05/05), upon request, to applicants and acts as central receiving point and repository for all resumes.

**Procedure 2. Vacancy Information.**

**a. Agency Human Resource Office.**

(1) Prior to submission of a request for referrals to BSE, the following internal procedures should be considered:

- (a) Budgetary approval.
- (b) Placement of furlougees with recall rights to bargaining unit positions.
- (c) Completion and rejection of bids for bargaining unit positions.

(2) As individual Non-Civil Service vacancies occur which the agency intends to fill, submits a request for candidates using the Vacancy Template to BSE.

(3) If a number of vacancies exist in the same class code, county, and pay range, the information may be recorded on one template. If the vacancies do not have the same class code, county, and pay range, an individual template must be submitted for each vacancy.

**b. Bureau of State Employment.**

(1) Reviews Vacancy Template and processes the request. •

(2) Reviews with agencies any special job requirements or special candidate qualifications to ensure adequate consideration of applicant data and accurate applicant referral.

(3) If the agency has requested minority candidates, BSE will include this information in their search criteria and refer minority candidates, if qualified.

**Procedure 3. Evaluation of Applicants.**

**a. Bureau of State Employment.**

(1) Reviews resumes on the basis of established job-related evaluation criteria and guidelines.

(2) Arranges for skills proficiency tests to be administered to applicants when necessary.

(3) Reviews all resumes to evaluate minimum work experience and training.

(4) Matches qualified resumes against listings of available agency vacancies and refers to agency for interview and selection.

(5) Acquires State Police clearances, when appropriate.

(6) Ensures that job-related criteria are used in the selection process and that federal uniform hiring guidelines are followed.

**b. Agency Human Resource Office.**

(1) Contacts all referrals from BSE, outlining the position, hours, salary, and any other information. If applicant cannot be contacted by telephone, a letter must be sent to the applicant.

(2) Interviews applicants that show interest in available position. Coordinates interview process of candidates referred by BSE and notifies BSE of selections as soon as possible, but within 20 days unless otherwise given approval by BSE.

(3) Upon recertification from BSE, notifies applicants, in writing, of selection or nonselection.

(4) Rejection of all applicants referred by BSE must be justified and explained to the bureau, via e-mail, before other applicants will be referred.

**c. Bureau of State Employment.**

(1) Reevaluates returned resumes to determine if future referral is appropriate.

(2) Maintains resumes in active status for future referral.

**Procedure 4. Direct Recruitment of Applicants for Non-Civil Service Positions.**

- **a. Agency Human Resource Office.** Sends request, via e-mail or in writing, to BSE for permission to recruit applicants directly.

**b. Bureau of State Employment.**

(1) Determines need for direct recruitment of applicants based on availability of candidates in relation to number of positions.

(2) If approval is granted, coordinates recruitment effort with agencies and develops sources such as schools, community groups, and job centers, as required.

(3) Ensures that recruitment is consistent with central management policy and equal employment opportunity requirements.

- **c. Agency Human Resource Office.** Provides assistance to BSE on recruitment efforts and activities.

**Note:** Agencies are authorized to direct recruit for **Clerk Typist** positions without prior approval from BSE. Resumes and Personal Data Sheets received from recruitment must be submitted to BSE upon receipt. Candidates will be tested, if necessary, and entered into the computer database for potential referral.

Other Non-Civil Service classifications that are traditionally hard-to-fill will be considered on a case-by-case basis.

**Procedure 5. Advertising for Non-Civil Service Positions.**

- **a. Agency Human Resource Office.** Sends request, via e-mail or in writing, to BSE for permission to advertise for Non-Civil Service positions. Requests should include a copy of the advertisement, date, name, and location of publication.

**b. Bureau of State Employment.** Determines need to advertise for position and approves or disapproves request within seven days.

**c. Agency Human Resource Office.**

(1) If request is approved, places advertisement and receives resumes from prospective applicants.

(2) Identifies qualified vs. non-qualified applicants and forwards resumes and Personal Data Sheets to BSE prior to interviewing. •

**d. Bureau of State Employment.** Reviews the list of prospective candidates and approves or disapproves applicants, referring names to the agency for interviewing. •

**e. Agency Human Resource Office.** Makes appropriate offers to applicants.

**Procedure 6. Intra and Interagency Transfers, Promotions, Demotions, Reassignments, and Changes from Wage to Salary Involving Non-Civil Service Positions for Pay Ranges 1, 2, 3, 4, 5, and equivalent pay ranges for Corrections positions.** (This procedure **does not** include reclassifications, recall, or furlough placement.)

**a. Agency Human Resource Office.** Submits the Furlough Clearance Template to BSE, via e-mail, for the proposed movement of current employee.

**b. Bureau of State Employment.** Reviews the proposed move and replies to the agency with approval or disapproval.

**c. Agency Human Resource Office.** If approved, proceeds with SAP action noting FCLR code on infotype 0016. If disapproved, submits to BSE, via e-mail, a request for referrals using the Vacancy Template. •

**Procedure 7. Intra and Interagency Transfers, Promotions, Demotions, Reassignments, and Changes from Wage to Salary Involving Non-Civil Service Positions for Pay Ranges 6, 7, 8, and equivalent pay ranges for Corrections positions.** (This procedure **does not** include promotions due to reallocations and promotions to vacancies through seniority.)

**a. Agency Human Resource Office.** Submits to BSE, a resume and Candidate CAR Template for the proposed action of current employee utilizing the Paperport Program and Template provided by BSE.

**b. Bureau of State Employment.** Reviews the proposed action and forwards a message to the agency indicating that the request has been approved or disapproved.

**c. Agency Human Resource Office.** If returned disapproved, submits to BSE, via e-mail, a request for referrals using the Vacancy Template.

**This directive replaces, in its entirety, *Management Directive 515.10* dated October 30, 2002.**