Agenda

- Key Changes
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Key Changes for SCSC Staff

- Effective April 23rd, all external postings will be posted on NEOGOV; not the SCSC website.

- Most civil service external postings will be vacancy-based postings (E&T exams).

- Agencies will draft selling language for external postings.

- Requests to post external vacancies will route to SCSC through NEOGOV.

- Evaluations will be conducted and stored in NEOGOV.

- Approvals to post exams/vacancies and hire will be routed to SCSC in NEOGOV.

- Applicant correspondence will be sent from/stored in NEOGOV.

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Key Changes for Job Seekers

- On April 23rd, all SCSC test announcements/job postings will move to www.employment.pa.gov.

- Applicants will go to one website, www.employment.pa.gov, to view and apply for civil service and non-civil service vacancies.

- Applicants will no longer receive "Availability Surveys."

- Applicants can register for "Job Alerts," which will provide automatic email notifications when vacancies are posted that are associated with their selected job categories.

- Some civil service positions will still require applicants to take an exam at a test center; however, job seekers will also be able to apply for civil service vacancies by completing an application and answering job-related questions online.

- Applicants will receive email notifications when vacancies are posted for list-based job titles.

- Job seekers are encouraged to reapply and retest for all civil service job titles posted on www.employment.pa.gov.

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Key Changes for Agencies

- Agencies can use existing AS/400 lists to fill vacancies for a *temporary period of time* while NEOGOV candidate pools are being established.

- Agencies will request to post civil service vacancies through NEOGOV.

- Agencies will draft posting language using selling/marketing techniques for test announcements and vacancy postings.

- SCSC will provide agencies with candidates through referred lists in NEOGOV.

- Agencies will no longer be able to view unofficial civil service lists.

- Agencies will access candidate applications through NEOGOV for referred candidates.

- Agencies will no longer send "Availability Surveys."

- Approvals to hire candidates will be submitted through NEOGOV.

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Key Changes for Hiring Managers

Hiring managers will work with HR or their HR liaison when they want to fill a vacancy. They will:

- Review and update the position description for the vacancy.

- Work with HR/HR liaison to draft creative posting language for civil service staff to include in external postings.

- Review current E&T exam to determine if changes are needed. If so, complete SCSC Examination Development Information Form which must be attached to the requisition.

- Request an exam conversion if the existing exam is in a written format. Complete the SCSC Examination Development Information Form, which must be attached to the requisition.

News of Note for SCSC Hiring Procedures

- NEOGOV referred lists will serve as civil service certifications.

- A separate requisition is required for every referred list/certification you want to consider.

- Two new forms will be available to attach to requisitions:
  - Job Posting Form
  - SCSC Examination Development Information Form

- Exam postings must be posted for a minimum of ten days.

- There will be no comparable lists.

- Availability Surveys will no longer be needed.

Written Exam for Future Vacancies

Overview:

- Job seekers must submit an application for the job title and complete an exam at an SCSC test center.

- Applicants who meet the METs and pass the exam will be placed on a master eligible list and later notified via email when vacancies are posted.

- The candidates with the highest scores who apply to the vacancies will be referred to agencies for interviews.

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Post a Vacancy Associated with a Written Exam Master List

1. HR staff, HR liaison, or hiring manager will submit OHC requisitions to post a vacancy for a job title identified as a written exam with a master list.
   - The initial requisition should include a completed Job Posting Form.

Note: If the position is non-entry level, union-covered, you must submit a requisition for a seniority list.

2. SCSC will conduct a furlough check, create the vacancy posting, and notify the requisition submitter using a task.

3. The requisition submitter will review the posting to ensure the content is complete and accurate.

4. The vacancy will be posted.

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5. When the posting closes, SCSC will send referred lists with the Rule of 3/expanded Rule of 3 candidates. A complete referred list will be sent when an agency is filling multiple vacancies.

6. The hiring manager will interview candidates and make a selection.

7. HR staff will extend a conditional job offer and conduct the background check.

8. Once the background check is successfully completed, HR staff, HR liaison, or hiring manager will submit a hire form in NEOGOV.

9. Once approvals are granted, SCSC will authorize the hire. HR will be notified and may then extend the formal job offer.

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E&T Exam for Future Vacancies

Overview:

- Job seekers must submit an application and answer job-related questions for the job title.

- The job-related questions will be scored for applicants who meet the METs.

- Applicants who pass the exam will be placed on a master eligible list and later notified via email when vacancies are posted.

- The candidates with the highest scores who apply to the vacancies will be referred to agencies for interviews.

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Post a Vacancy Associated with an E&T Exam Master List

1. HR staff, HR liaison, or hiring manager will submit requisitions to post a vacancy for a job title identified as an E&T with a master list.
   - The initial requisition should include a completed Job Posting Form.

Note: If the position is non-entry level, union-covered, you must submit a requisition for a seniority list.

2. SCSC will conduct a furlough check, create the vacancy posting, and notify the requisition submitter using a task.

3. The requisition submitter will review the posting to ensure the content is complete and accurate.

4. The vacancy will be posted.

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Post a Vacancy Associated with an E&T Exam Master List

5. When the posting closes, SCSC will send referred lists with the Rule of 3/expanded Rule of 3 candidates. A complete referred list will be sent when an agency is filling multiple vacancies.

6. The hiring manager will interview candidates and make a selection.

7. HR staff will extend a conditional job offer and conduct the background check.

8. Once the background check is successfully completed, HR staff, HR liaison, or hiring manager will submit a hire form in NEOGOV.

9. Once approvals are granted, SCSC will authorize the hire. HR will be notified and may then extend the formal job offer.

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Vacancy postings

Overview:

- There will be two types of vacancy postings. In both versions, job seekers will be applying for a position that is currently vacant.

- In one version, applicants on a master list will be notified when a vacancy is posted for that job title.

  - Applicants will need to apply to the vacancy posting to be considered for the open position.

- In the second type of vacancy posting, job seekers will apply to a vacancy posting and answer supplemental questions related to the specific vacancy.

  - Applicants who meet the METs will be scored.

- In both versions, the candidates with the highest scores will be referred to agencies for interviews.

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Post a Vacancy with an Existing E&T

1. HR staff will contact SCSC to request a copy of the existing E&T exam.

2. a. **If __no__ changes are needed to the exam**, HR staff, HR liaison, or hiring manager will submit requisitions to post a vacancy for a job title with the existing E&T exam.

   - The initial requisition should include a completed Job Posting Form. Comments should be added to the requisition to indicate that they reviewed the existing E&T and no changes are needed.

Note: If the position is non-entry level, union-covered, you must submit a requisition for a seniority list.

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Post a Vacancy with an Existing E&T

2. b. **If changes are needed to the exam**, HR staff, HR liaison, or hiring manager will submit requisitions to post a vacancy for a job title with a new E&T exam.

- The initial requisition should include a completed Job Posting Form and SCSC Examination Development Information Form.

- Comments should be added to the requisition to indicate that they reviewed the existing E&T and changes are needed.

- *Note:* If the position is non-entry level, union-covered, you must submit a requisition for a seniority list.

- SCSC will work with HR and SMEs to discuss the current E&T questions, work behaviors, and additional experience/skills that may need to be asked and scored on the posting.

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Post a Vacancy with an Existing E&T

3. Based on a discussion with agency HR and SMEs, SCSC will develop a new exam, or use the existing E&T, and create a scoring plan for the vacancy.

4. SCSC will conduct a furlough check, create the vacancy posting, and notify the requisition submitter using a task.

5. The requisition submitter will review the posting to ensure the content is complete and accurate.

6. The vacancy will be posted.

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Post a Vacancy with an Existing E&T

7. When the posting closes, SCSC will send referred lists with the Rule of 3/expanded Rule of 3 candidates. A complete referred list will be sent when an agency is filling multiple vacancies.

8. The hiring manager will interview candidates and make a selection.

9. HR staff will extend a conditional job offer and conduct the background check.

10. Once the background check is successfully completed, HR staff, HR liaison, or hiring manager will submit a hire form in NEOGOV.

11. Once approvals are granted, SCSC will authorize the hire. HR will be notified and may then extend the formal job offer.

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Post a Vacancy with an Existing Written Exam, Requesting an E&T

1. HR staff will work with SMEs to complete the SCSC Examination Development Information Form and ensure the position description is current.

2. HR staff, HR liaison, or hiring manager will submit requisitions to post a vacancy for a job title with an existing written exam, requesting to convert to an E&T.

   - The initial requisition should include a completed Job Posting Form and the SCSC Examination Development Information Form.

Note: If the position is non-entry level, union-covered, you must submit a requisition for a seniority list.

3. SCSC will work with HR and SMEs to discuss the SCSC Examination Development Information Form, duties of the position, work behaviors, and additional experience/skills that need to be asked and scored on the posting.

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4. Based on a discussion with agency HR and SMEs, SCSC will develop an E&T exam for the vacancy.

5. SCSC will develop a scoring plan for the vacancy.

6. SCSC will conduct a furlough check, create the vacancy posting, and notify the requisition submitter using a task.

7. The requisition submitter will review the posting to ensure the content is complete and accurate.

8. The vacancy will be posted.

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9. When the posting closes, SCSC will send referred lists with the Rule of 3/expanded Rule of 3 candidates. A complete referred list will be sent when an agency is filling multiple vacancies.

10. The hiring manager will interview candidates and make a selection.

11. HR staff will extend a conditional job offer and conduct the background check.

12. Once the background check is successfully completed, HR staff, HR liaison, or hiring manager will submit a hire form in NEOGOV.

13. Once approvals are granted, SCSC will authorize the hire. HR will be notified and may then extend the formal job offer.

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SCSC Hiring Procedures

Estimated posting and conversion timeframes after April 23rd:

Type	Estimated Timeframe
Written Exam for Future Vacancies	5 days
E&T Exam for Future Vacancies	5 days
Vacancy, Existing E&T (no changes required)	5 days
Vacancy, Existing E&T (changes required)	15 days
Vacancy, No Existing E&T (create new)	15-20 days
Vacancy, Convert Existing Written Exam to E&T	15-20 days

Emergency Appointments

1. HR staff will instruct the candidates to apply to their Internal Use Only posting.

2. HR staff will submit a hire form for the emergency appointment (only valid for 30 days with a 30 day extension).

❖ Candidates hired as emergency appointments must apply and be reachable on a referred list to remain employed beyond 60 days.

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Additional SCSC Hiring Processes

- **Selective Certifications**
  - Agencies must attach a completed 5274 Form to the requisition if requesting a selective certification.
  - The rest of this process will remain the same.

- **List Removals**
  - Will remain the same.

- **Civil Service Management Furlough Process**
  - Will remain the same.

Civil Service Veterans' Preference

- When an applicant is granted veteran's preference, SCSC staff will review the applicant's record to see if the applicant appears on any active referrals.

- If the score modification impacts the referral, the SCSC will contact the respective agencies to inform them of the change and reissue the referral(s).

- SCSC will also update any veterans' referrals by inserting the candidate on to the applicable list and will notify the agencies of the modification.

- Unless the agency has already made a selection, evidenced by the hiring action being routed through the OHC for required approvals, the agency will use the updated referral(s) for the job-filling action.

AS/400 Lists

1. Agencies should review immediate and anticipated hiring needs for the next three months.

2. Determine, based on past experience, if there is a viable pool of current Commonwealth employees and, if so, post the position for PWOE, transfer, reassignment, etc.

3. Agencies should review current AS/400 lists for their identified hiring priorities to determine if there are viable lists to use for immediate hiring.

   - If there are viable lists for the identified top priorities, agencies should pull the AS/400 lists during cutover week (April 16-20). The AS/400 lists will be viable for 90 days.

   - If there is no viable internal candidate pool and no acceptable candidates on the current list, a requisition should be submitted to the SCSC after April 23rd to request a vacancy based posting.

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AS/400 Lists

4. Agencies should use viable AS/400 lists or request to post in NEOGOV and use the subsequent referred list to hire. **AS/400 and NEOGOV lists should not be used simultaneously.**

5. Agencies should not pull AS/400 lists after go-live because:
   - In most cases, no new candidates have been added to these lists for several months.
   - This shows that there was an intent to hire from these lists prior to transitioning to a new hiring platform.
   - This prevents considering candidates from different lists from two different systems for the same vacancy, which is more legally defensible.

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SCSC Annotation Codes

- SCSC annotation codes will be included in the list of rejection reasons in NEOGOV.
- Each will begin with "SCSC Referral Rejection –"

SCSC Annotation Codes			
Interviewed, Not Selected	Rejected Job Offer	Older Adults Protective Services Act, Did Not Provide Required Documentation	Failed Medical or Psychological Testing
Not Considered, Candidate Referred after Final Selection	Passover	Child Protective Services Law, Statutorily Disqualified	Does Not Have Required Licensure
Pending Removal	Unable to Contact	Child Protective Services Law, Did Not Provide Required Documentation	Seniority Promotion, Did Not Bid
No Longer Meets Referral Criteria	Removed	Not Interviewed, Placement Option Not Utilized	Seniority Promotion, Bid
No Longer Interested in Position	Applicant Deceased	Not Contacted for Interview	Requisition and/or Vacancy Cancelled
Did Not Show for Interview	Liquor Code, Statutorily Disqualified	Does Not Have Commercial Driver's License	Failed Drug and Alcohol Testing
Older Adults Protective Services Act, Statutorily Disqualified			

SCSC E&T Exams Available after April 23 Go-Live

Available		Very Likely Available	Not Available
Executive Accounting Specialist	Milk Marketing Examiner 2	Childline Caseworker	Administrative Officer 1
Executive Audit Specialists	Aging Services Specialist	UC Tax Agent	Human Resource Assistant 2
Executive Financial Associate	Depository Financial Institutions Examiner 1	Forensic DNA Scientist Trainee	IT Generalist 1
Business Enterprise Analyst 2	Corrections Counselor 1	Parole Hearing Officer	D&A Abuse Program Specialist
Forest Technician	Emergency Management Watch Officer		D&A Licensing Specialist
Public Health Program Administrator	Human Relations Representative 1		
Public Health Program Assistant Administrator	Roadway Program Technician 2		
Assistant Highway Maintenance Manager	Revenue Tax Auditor Trainee		
Archivist 3	Domestic Animal Health Inspector		
Environmental Engineering Specialist	PLCB Marketing Analyst 2		

SCSC Exams Available on April 23 Go-Live

E&T, List-Based	Written, List-Based
Income Maintenance Caseworker	Corrections Officer Trainee
Registered Nurse	Clerk Typist 2
Licensed Practical Nurse	Aide Trainee
Youth Development Aide	Semi-skilled Laborer
Lifeguard	DCNR Ranger Trainee
Lake Erie Lifeguard	Drivers License Examiner Assistant
Transportation Construction Inspector	Energy Assistance Worker
Civil Engineer Trainee	Parole Agent 1
Psychological Services Associate, Corrections	Youth Development Aide Trainee
Vocational Rehabilitation Counselor	County Caseworker 1
Vocational Rehabilitation Intern	County Caseworker 2

SCSC NEOGOV Implementation Project Training & Activities

- SCSC has posted updated FAQs on their website. Take a look!

- Agencies are submitting hiring priorities to the Talent Management Office this week.

- Agencies' hiring priorities will be sent to SCSC for review and prioritization.

- SCSC staff is in training for the next two weeks.

- This is the second of three calls to provide placement staff with training on the new procedures. The final call will take place during the week of April 9th.

- Local government staff will be trained the week of April 9th.

- Project communication continues.

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SCSC NEOGOV Implementation Communication & Training Dates

- March 26 through April 6 - SCSC training
- Weeks of March 12, March 26, and April 9 – Agency skype trainings
- Week of March 26 – Presentation to DC Managers
- March 27 – Presentation to Steering Committee
- March 28 - Deadline to submit completed hiring priorities spreadsheet
- Week of April 9 - Local government trainings
- April 10 – Employee bulletin board message
- April 16 – Communication to agency webmasters
- April 16 – Communication to cabinet
- April 18 – Presentation to Deputies for Administration
- April 23 – Go-live date for SCSC exams/postings on NEOGOV
- April 23 through May 14 – On-site support for SCSC staff
- April 23 – Hiring forum skype calls (continue biweekly)
- April 24 – Employee bulletin board message
- Week of May 7 – Field HR skype calls (continue as needed)