NEOGOV

SCSC NEOGOV Implementation

Week of April 9, 2018

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Agenda

- SCSC Hiring Scenarios
- SCSC Hiring Procedures
- SCSC Veterans' Preference
- AS/400 Lists
- NEOGOV Changes
- Referred List
- Post Hire Procedures
- Exams Planned for Go-Live
- Project Communication
- Questions

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Exam Postings for Future Vacancies

Overview:

- Job seekers must submit an application to an _exam_ posting.
  - For written exams, applicants will be directed to schedule to take the exam at an SCSC test center.
  - For E&T exams, applicants will answer supplemental questions as part of the application.

- Applicants who meet the METs and pass the exam will receive a score and be placed on a master eligible list.

- SCSC will send emails to candidates on the master list when vacancies are posted.

- Candidates who apply to the vacancy posting will be referred to agencies for interviews, in accordance with the established rule of 3/extended rule of 3.

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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 already have an exam score and are on a master eligible list.
  - SCSC will notify applicants on the master list 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.
  - The candidates with the highest scores will be referred to agencies for interviews.

- 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.
  - The candidates with the highest scores will be referred to agencies for interviews.
  - When the vacancy is filled, the referred list will be closed and archived. Candidates will not retain their scores in this scenario.

Post a Vacancy Associated with a 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 or E&T exam with a master list.
   - The initial requisition should include a completed Job Posting Form.
   - There will always be a minimum of two requisitions (ex. Code 22 and Code__).

Note: If the position is non-entry level, union-covered, you must submit a requisition for a seniority list.
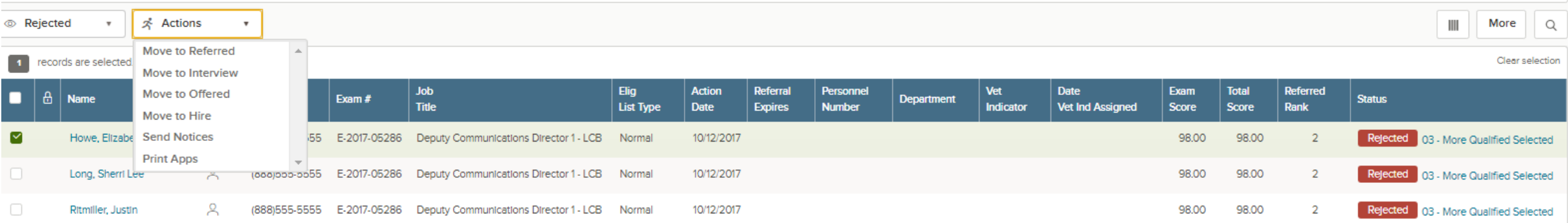
2. SCSC will create the vacancy posting and notify the agency contact via task.

3. The agency contact will review the posting to ensure the content is complete and accurate.

4. The vacancy will be posted.

Post a Vacancy Associated with a 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. In NEOGOV, the status of the selected candidate should be changed to Offered.

Post a Vacancy Associated with a Exam Master List

8. The Make Offer form will appear and the required offer date field will be prepopulated. Click Save & Submit to finalize the status change to offered.

Make Offer

Donlon-Cotton, Cara (Person ID : 1598018)

Offer Details

* required fields are marked with asterisk

Offer Date *

04/06/2018

Offer Amount

$

Bonus Amount

$

Comment

Post a Vacancy Associated with a Exam Master List

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 change the status of the selected candidate to Hire and 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 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.

   - There will always be a minimum of two requisitions (ex. Code 22 and Code___).

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.

- There will always be a minimum of two requisitions (ex. Code 22 and Code__).

- 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 may need to be asked and scored on the posting.

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Post a Vacancy with an Existing E&T

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

3. SCSC will develop a <u>new</u> exam, or use the existing E&T, and create a scoring plan for the vacancy.

4. SCSC will create the vacancy posting and notify the agency contact via task.

5. The agency contact will review the posting to ensure the content is complete and accurate.

6. The vacancy will be posted.

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. In NEOGOV, the status of the selected candidate must be changed to Offered and the Make Offer form must be submitted.

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

11. Once the background check is successfully completed, HR staff, HR liaison, or hiring manager will change the status of the selected candidate to Hire and submit a hire form in NEOGOV.

12. 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 or No 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 or no exam, requesting to convert to/create an E&T.

   - The initial requisition should include a completed Job Posting Form and the SCSC Examination Development Information Form.
   - There will always be a minimum of two requisitions (ex. Code 22 and Code___).

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

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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.

4. SCSC will develop an E&T exam and scoring plan for the vacancy.

5. SCSC will create the vacancy posting and notify the agency contact via task.

6. The agency contact will review the posting to ensure the content is complete and accurate.

7. The vacancy will be posted.

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8. 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.

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

10. In NEOGOV, the status of the selected candidate must be changed to Offered and the Make Offer form must be submitted.

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 change the status of the selected candidate to Hire and 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
Exam Postings for Future Vacancies	5 days
Vacancy Posting, Existing E&T (no changes required)	5 days
Vacancy Posting, Existing E&T (changes required)	15 days
Vacancy Posting, No Existing E&T (create new)	15-20 days
Vacancy Posting, Convert Existing Written Exam to E&T	15-20 days

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Simultaneous Postings

1. Agency submits a minimum of two requisitions (ex. Code 22 and Code___) for the external posting.
   - The initial requisition should include a completed Job Posting Form and the SCSC Examination Development Information Form, if applicable.

2. Agency submits a requisition to post the job internally.

3. Agency prepares the internal posting.

4. Agency decides when to post their internal vacancy.

5. If the agency would like the internal and external postings to be published at the same time, they should wait to receive the NEOGOV task from SCSC to review the external posting.
   - The draft posting will include the external posting dates.
   - The agency can use these same dates for the internal posting.

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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 add the indicator and points, and will review the applicant's record to see if the applicant appears on any active referred lists.

- If the score modification impacts the referred list, SCSC will contact the respective agencies to inform them of the change.
  - If the candidate was *not* included on the initial referred list, SCSC will send the candidate on a new referred list.
  - If the candidate was included on the initial referred list prior to being granted veterans' preference, the veteran indicator will display and ten points will be added to their total score.

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Civil Service Veterans' Preference

- Hiring managers must continue to monitor their referred lists to ensure all veteran candidates are considered throughout the interview and selection process.

- Once a selection is made, the status of the selected candidate must be changed to Offered and the Make Offer form must be submitted.

Note: If the selected candidate is not in the offered status, SCSC will continue to refer newly certified veteran candidates who must be considered for the vacancy.

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Referred List

The referred list will include columns displaying candidates' veteran statuses and total scores.

AS/400 Lists

1. Agencies should continue to review immediate and anticipated hiring needs.

2. Determine, based on past experience, if there is a viable pool of current Commonwealth employees and, if so, post the position internally.

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 now through cutover week (April 16-20). The AS/400 lists will be viable for 90 days.

4. Agencies should use viable AS/400 lists, or request to post in NEOGOV beginning on April 23 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.

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Noteworthy Changes for SCSC Hiring Procedures

- NEOGOV referred lists will serve as civil service certifications.

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

- Each time agencies request to post a civil service external job, they will submit at least two requisitions (for example, a code 11 and code 22).

- Two new forms will be available to attach to requisitions:
  - Job Posting Form – *Remember to include a working title in addition to the official class title.*
  - 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 used.

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NEOGOV Changes on April 23rd

- The master profile API will run nightly.
  - Applicants who identify as current Commonwealth or local government employees will be verified through SAP, and job-related data will be sent back to NEOGOV.
  - Only applicants in active exam plans will be identified and verified through SAP.
    - HR should archive exam plans once the vacancy is filled.
  - Personnel Number and Department will display on the eligible and referred lists.
  - Do not change fields associated with the API which will be labeled "(API)" at the end of the field.

NEOGOV Changes on April 23rd

- Changes to Requisition Fields:
  - The following requisition fields will be pre-populated when a position is selected:
    - Cost Distribution and Roles
    - Fair Chance Exemption
    - Confidential Indicator
    - Complement Control Fund Center
    - Complement Control Fund
  - The fields for Class Code and Reports To will not display on the requisition; however, they will be available to approvers when clicking on the position link.

NEOGOV Changes on April 23rd

- Additional Requisition Changes Include:
  - Civil Service List – Preference Type field (dropdown choices include State, County, and District/Region)
    - CS List – County Preference field
    - CS List – District/Region Preference field

NEOGOV Changes on April 23rd

- Additional Requisition Changes Include:
    - CS Selective Cert Criteria field
    - CS Selective Cert Description field
    - CS Selective Cert Approval (HR &SCSC USE ONLY) field

CS Selective Cert Criteria

- Make a selection -

CS Selective Cert Description

CS Selective Cert Approval (HR & SCSC USE ONLY)

- Make a selection -

Pos Desc Link

http://www.occup.state.pa.us/OrgChart/PD_NEOGOV.asp?p=00143828

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NEOGOV Changes on April 23rd

- Approval Process
    - Two civil service approval steps will be added to the end of the requisition approval workflow.

NEOGOV Changes on April 23rd

- You will see new dropdown options for the Exam Type field on the Exam Plan.

- There is no need to make any changes to existing exam plans. You will choose one of the new dropdown options for the Exam Type field starting on or after April 23rd.

- Exam plan fields for Date Created, Operator Initials, and Dept Code will be removed.

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Post Hire – Cancel Requisitions

1. For referred lists _not_ used to hire a candidate, agencies must reject all candidates using the *SCSC Referral – List Not Used* rejection reason.

2. Agencies must cancel requisitions for referred lists not used to hire a candidate.
   - To cancel a requisition:
     - Open the requisition in OHC.
     - Press the cancel button at the top of the screen.

3. SCSC will archive requisitions and exam plans.

SCSC Annotation Codes

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

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		List Not Used	

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

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SCSC NEOGOV Implementation Communication & Training Dates

- Week of April 9 – Agency and local government trainings
- April 10 – Employee bulletin board message
- April 16 – Communication to agency webmasters
- April 16 – Communication to cabinet and hiring managers
- 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)

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Training Materials

- Go to www.hrm.oa.pa.gov to find:
  - Updated OHC Guide
  - OHC Video Recordings
  - Updated How to Apply Instructions
  - Guide for Creating External Posting Language
- Coming Soon:
  - What's Changing Documents
  - Skype Session Recordings
  - Updated Agency Insight Guide