

EMPLOYEE POSITION VACANCIES

20.01 PURPOSE

This regulation establishes procedures for the posting, bidding, and selection parameters used for employee position vacancies.

20.02 SCOPE

This regulation applies to all employee position vacancies **for civilian positions.**

20.03 RESPONSIBILITY

It is the responsibility of the Director, Bureau of Human Resources (BHR) to ensure **employee position** vacancies are filled in accordance with the rules and regulations administered through the American Federation of State, County and Municipal Employees (AFSCME) Master Agreement and Master Memorandum, the **Governor's** Office of Administration (OA), and the State Civil Service Commission (SCSC).

20.04 PROCEDURES

A. Posting of Position Vacancies for Employees:

1. The AFSCME Master Agreement and Master Memorandum provide for the posting of job vacancy announcements for a period of 15 calendar days prior to filling seniority position vacancies. Vacancies for which seniority bidding does not apply may be posted for a period of 5 to 15 days.
2. The process to fill a position may begin as soon as it becomes known that a vacancy will exist; **i.e.**, once resignation or retirement correspondence is submitted or an employee has been selected for another position. Troop Commanders and Bureau/Office Directors shall ensure that a **Request to Fill a Vacant Position** Personnel Action Request (PAR) is prepared **and submitted electronically via email to BHR** to request approval to fill the position. **Department**

Correspondence, Form SP 3-201, stating when and by whom the position was/will be vacated, and the reason(s) it is operationally necessary to backfill the position, shall be attached to the PAR. The correspondence shall be addressed to the Director, BHR, and endorsed by the Troop Commander or Bureau/Office Director. A copy of the Position Description, Form STD-370 (in Microsoft Word format), for the vacant position, and an organization chart illustrating the organizational alignment of the position, the supervisory reporting relationship, and the subordinate structure (if applicable) shall also be attached to the PAR. The PAR and all attachments shall be forwarded via email to BHR at ra-psphrpar@pa.gov.

3. **Upon receipt of notification of approval from the Director, BHR to fill the vacancy, the job posting and organization chart shall be emailed by BHR for posting within the appropriate seniority unit (refer to Appendage A) as follows:**
 - a. For vacancies within a Troop Seniority Unit, the email **containing the job posting and organization chart** shall be forwarded to the Troop Administrative Manager (TAM) and to **the appropriate** administrative staff for Bureau/Office locations **that are included in the Troop Seniority Unit**. TAMs shall forward the email **and attachments** to **all Stations within** their Troop **for posting**.
 - b. For vacancies within the Department Headquarters (DHQ) Seniority Unit, **the job posting and organization chart** shall be posted on the DHQ job posting bulletin board, **located in the DHQ cafeteria**, and emailed to **the** TAMs at Troop H, Harrisburg and Troop T, Highspire, and **the appropriate** Bureau/Office administrative staff for **affected** locations outside the DHQ building. The TAM **assigned to** Troop H shall forward the email **and attachments** for posting at all Stations **within** Troop H. The TAM **assigned to** Troop T shall forward the email **and attachments** for posting at Troop T, Newville.

NOTE: Job vacancy announcements for Custodial Worker 1 positions within the DHQ Seniority Unit shall be forwarded to the Department of General Services by BHR to allow for seniority bidding by employees in the temporary custodial pool **prior to posting within the DHQ Seniority Unit.** If there are no bids from temporary custodial pool employees, the job vacancy announcement will then be posted within the DHQ Seniority Unit.

4. **BHR shall ensure a copy of the email containing the job posting and organization chart is forwarded to the appropriate staff for posting at the work site where the vacancy exists. BHR shall also forward a copy of all job postings via email to the Equal Employment Opportunity (EEO) Office.**
5. **Job postings shall be printed and conspicuously posted at all Department locations within the appropriate seniority unit(s) for the time period specified in the posting.** Such announcements shall be removed **upon** expiration of the posting period to ensure that only current job postings are displayed.
6. BHR is responsible for daily updates **to the Civilian Vacancy Report System, which is available via** the PSPiNet, **Personnel Center.** The **Civilian Vacancy Report System** provides a list of current Pennsylvania State Police (PSP) civilian vacancies for which applications are being accepted, along with **links** to related placement information.
7. The Commonwealth of Pennsylvania State Job Net **website**, where most PSP job openings may be viewed, can be accessed at **jobnet.scsc.state.pa.us.**
8. **All job postings shall** inform interested employees to apply by submitting an application packet, in original form or via fax, to the Director, BHR.

B. Application Procedures:

1. The application packet for Civil Service-covered positions shall consist of:

- a. A Seniority Bid/Request for Interview, Form SP 3-349 (refer to Appendage B). Applicants from other Commonwealth agencies may submit a letter of interest in lieu of the Seniority Bid/Request for Interview.
 - b. A State Civil Service Commission Application, Form SCSC-1, reflecting the necessary education and/or experience required to be eligible for the job.
 - c. The employee's most recent Employee Performance Review, Form 363L.
2. The application packet for non-Civil Service positions shall consist of:
- a. A Seniority Bid/Request for Interview (refer to Appendage B). Applicants from other Commonwealth agencies may submit a letter of interest in lieu of the Seniority Bid/Request for Interview.
 - b. A resume reflecting the education and/or experience required to be eligible for the job.
 - c. The employee's most recent Employee Performance Review.
3. The Seniority Bid/Request for Interview form and the SCSC application can be accessed via the PSPiNet, Personnel Center, under the "Civilian Vacancies within Pennsylvania State Police" link.
4. Applications submitted via United States (U.S.) mail must be postmarked by the closing date of the posting. All other applications must be **received and** date stamped in BHR by the closing date of the posting. Late application packets will not be accepted unless the employee was on approved leave for the duration of the job vacancy **posting period**.
5. A drop-off box is located in the reception area of BHR to be utilized by employees who are physically located within DHQ and wish to hand **deliver their** application packet. Employees physically located outside DHQ may

fax, use interoffice mail, use U.S. mail, or hand **deliver** their application packets, as desired.

C. Bidding on Posted Employee Positions:

1. Under the provisions of Article 29 of the AFSCME Master Agreement and Recommendation 29 of the Master Memorandum, the only persons with a contractual right to formally bid on a promotional vacancy are those persons within the same seniority unit who are in a job within the same series, immediately below the job which is vacant. For example, within a given seniority unit, a Clerical Supervisor 1 may bid on a Clerical Supervisor 2 vacancy, **or** a Clerk 2 may bid on a Clerk 3 vacancy.
2. Other Department employees who do not have seniority bidding rights to the posted position may also apply during the posting period, and will be considered if there are no bidders from the next lower job **series** and/or if a lateral transfer will not be granted to an employee within the seniority unit. **In some cases, positions are also open for application by employees from other Commonwealth agencies and are noted as such on the job posting.**

D. Selection Parameters:

1. General:

- a. Civil Service-covered position vacancies will be filled in accordance with the AFSCME Master Agreement and Master Memorandum and Rules of the SCSC.
- b. In the event a vacancy will not be filled by a current Department employee or other Commonwealth employee, BHR shall obtain a list of applicant referrals from OA, Bureau of State Employment (BSE) or the SCSC, as appropriate.

2. Testing:

- a. Commonwealth job specifications establish minimum requirements for experience, training, and skill in the Clerk Typist series. Only those

applicants who meet the requirements may be considered. Clerk Typist applicants **who are current Department employees** and who do not currently hold or have not previously held a position in the Clerk Typist job series shall be **required to take and successfully complete** the standard Commonwealth clerical test **to be considered for a Clerk Typist position**. Successful test results are valid for a period of 12 months.

(1) BHR shall administer clerical tests for vacancies **within** the DHQ Seniority Unit.

(2) TAMs and District Enforcement Office Clerical Supervisors shall administer clerical tests for vacancies **within** their **respective** geographic locations. The Troop Commander or the Director, Bureau of Liquor Control Enforcement shall submit test results to the Director, BHR immediately upon completion.

b. **Notwithstanding the exception in paragraph D.2.a. of this section**, no testing is permitted for any other civilian position unless prior approval has been obtained from BHR.

3. Interviews:

a. The Director, BHR shall forward the application packets of eligible applicants to the appropriate Troop Commander or Bureau/Office Director for interview.

NOTE: Application packets from applicants for Motor Carrier Enforcement Officer/Trainee positions shall be forwarded to the Director, Bureau of Patrol.

b. Interviews **shall** be conducted by a panel of two or more individuals. Interview panelists must hold a job title equal to or higher than the vacant position.

- c. All permanent PSP employees referred by BHR shall be contacted for interview.

E. Selection and Approval Process:

1. **Approvals:** All applicant selections shall be considered tentative pending receipt of necessary approvals; **therefore, placement offers shall not be made or implied.**
 - a. All interview documentation, including the interview questions **and the interview panelists' notes**, shall be reviewed by the respective Troop/Bureau/Office EEO Office Liaison **to ensure the interview process was conducted in compliance with applicable EEO mandates, prior to initialing the Equal Employment Review Certificate (EERC), Form STD-483.**
 - b. The EEO Office shall review and approve the interview/selection process.
 - c. All actions to fill non-Civil Service position vacancies must be approved by OA, BSE. Actions to fill Civil Service-covered positions must be certified by the SCSC.
 - d. **For** Clerk Typist positions, BSE will review all clerical test results and ensure the selected applicant has successfully completed the testing.
 - e. Applicants tentatively selected for **positions that entail tasks with critical functions, as listed in** Appendage C, must be approved through the medications screening process.
 - f. A Background Verification Report, Form SP 5-111, must be completed in accordance with AR 9-4, Background Investigation/Verification Reports, and approved by the Director, BHR for all selected applicants who are not already employed by the Department. **Approval of the background verification** must be obtained **from BHR** prior to employment of the selected applicant.

2. Documentation:
- a. **Upon selection of a candidate, the appropriate Troop/Bureau/Office personnel shall provide the Director, BHR the following information via the PAR process:**
- (1) **A Fill a Vacant Position PAR shall be completed, requesting approval to fill the position with the selected applicant, and forwarded to BHR via email, at <mailto:ra-psphrpar@pa.gov>.**
 - (2) **A list of the names and final status of all applicants who were referred by BHR for the position shall be attached to the PAR. Applicant status codes, as indicated in Appendage D, shall be used.**
 - (3) **A completed Applicant Information Sheet, Form SP 3-310A, shall be attached to the PAR if the selected applicant is not a PSP employee.**
- b. **At the time the Fill a Vacant Position PAR is submitted, the Troop/Bureau/Office EEO Liaison, or designee, shall scan and email the following information to the EEO Office at ra-pspequalempoppoff@pa.gov:**
- (1) **Ranking order of applicants who were interviewed, indicating the interview rating/score and race and gender of each applicant.**
- NOTE: Justification shall be submitted if the top scoring interviewee is not the recommended applicant.**
- (2) **The completed EERC, initialed by the Troop/Bureau/Office EEO Office Liaison.**
- c. **The interview documentation (e.g., interview questions, interview panelists' notes) shall not**

be forwarded to BHR or the EEO Office. This documentation shall instead be retained by the Troop/Bureau/Office for a period of one year, and then purged.

3. Final processing: Upon BHR's receipt of notification of approval of the selected applicant by the EEO Office and clearance by OA or SCSC, the remaining processing steps will occur, as applicable:

a. Applicants undergoing background verification will be extended a conditional offer of employment by BHR contingent upon any necessary further processing and completion and approval of the Background Verification Report. The background verification will be conducted by a PSP Trooper and will take approximately four weeks to complete. Once completed, the report will be submitted to BHR for review. If the background verification is approved, a firm offer of employment will be made at that time.

b. The Director, BHR will also extend a conditional offer of employment/placement to those applicants tentatively selected for positions that entail tasks with critical functions, as listed in Appendage C. **Affected** applicants will be provided a Report of Medications, Form SP 3-381, for completion and subsequent review by the PSP Medical Officer prior to placement.

F. Placement: When all approvals have been obtained for placement of the successful applicant in the position vacancy, the Director, BHR shall ensure notification is provided to the **affected** Troop/Bureau/Office. Effective dates will be set as follows:

1. Appointment: A Troop/Bureau/Office representative shall contact the successful applicant to make the job offer and arrange a mutually agreeable appointment date. The appointment date shall coincide with the beginning of a pay period. **In all cases, the appointment shall be effective the first Monday of the pay period, unless the employee is scheduled to work the first Saturday and/or Sunday of the pay period.**

2. Interagency transfer: If the selected individual is currently employed by the Commonwealth in another agency, whether in a permanent or temporary capacity, it will be the responsibility of BHR to arrange a release date with the agency currently employing the selected individual. Prior to arranging the transfer date, BHR will advise the **affected** Troop/Bureau/Office to contact the applicant to make the job offer.
3. Intra-agency transfer: If the selected individual is a current Department employee from another Troop/Bureau/Office, the **gaining** Troop/Bureau/ Office shall first contact the applicant to make the job offer and then, upon acceptance, contact the Troop/Bureau/Office where the selected individual is currently assigned to arrange the transfer date. The transfer date shall coincide with the beginning of a pay period.

G. Nonselected/Disqualified Applicants:

1. **Troop Commanders and Bureau/Office Directors shall notify all other interviewed applicants, in writing, of their non-selection for the position. Additionally, brief acknowledgments shall be sent to all Commonwealth employees who were referred by BHR but not interviewed, such as temporary employees or employees of other Commonwealth agencies.**
2. **Conditionally selected applicants disqualified through the medications screening process and/or the background verification process will be notified by BHR.**