

SPECIALIZED POSITION VACANCIES AND SPECIALIZED TRAINING
FOR MEMBERS

31.01 PURPOSE

This regulation establishes procedures for the electronic posting of specialized position vacancies and specialized training opportunities for members, and provides guidance for filling specialized position vacancies and removing members from specialized positions.

31.02 SCOPE

- A. This regulation applies to specialized positions and specialized training subject to Article 37 of the Collective Bargaining Agreement (CBA) between the Commonwealth of Pennsylvania (COPA) and the Pennsylvania State Troopers Association (PSTA).
- B. A specialized position is one designated on Troop/Bureau/Office rosters as of January 1, 1997, which requires specialized training or ability that is not required for basic Patrol Unit assignments, whether the specialized position assignment is performed on a permanent or part-time basis.
 - 1. The following are excluded from the provisions of Article 37 of the CBA between COPA and the PSTA, and this regulation:
 - a. All positions for Commissioned Officers.
 - b. Positions for Station Commanders.
 - c. Specialized positions or assignments offered to all members on a rotational basis.
 - d. Positions in the Executive and Administrative Offices.
 - e. Positions in the Bureau of Integrity and Professional Standards.
 - f. Positions in the Executive Service Section.

2. Tasks, duties, or assignments within a specialty do not meet the definition of a specialized position and do not require the electronic posting of a Specialized Position Vacancy Announcement Circular.
- C. For the purpose of this regulation, specialized training shall be defined by Article 37 of the CBA between COPA and the PSTA.

31.03 PROCEDURES FOR SPECIALIZED POSITIONS

A. Posting Specialized Positions:

1. All vacancies for specialized positions shall be posted/announced electronically via the Enterprise Network, through the publication of a Specialized Position Vacancy Announcement Circular.

EXCEPTION: There is no need to post a specialized position vacancy if a single alternate exists for that position and that alternate wants the position. In such cases, the alternate shall be moved into the vacant full-time specialized position. If multiple alternates exist, a selection process shall be conducted in accordance with Article 37, Section 8 of the CBA between COPA and the PSTA to select the highest scoring alternate for the vacant position.

2. The Specialized Position Vacancy Announcement Circular shall be prepared electronically as a Word document using the Department Directive, Form SP 3-200, by the appropriate Troop Commander or Bureau/Office Director, or designee, for approval and posting.
 - a. Circular templates for the most common specialized positions can be accessed by authorized personnel via the PSPiNet, under the "TAM Resources" link located on the left navigation bar. Personnel shall use these templates, as applicable, to ensure consistency and reduce errors when preparing Circulars for specialized position vacancies.

- b. Personnel shall follow the instructions contained in the online Circular Administrator User's Guide, located on the PSPiNet under the "TAM Resources" link, for accessing and processing Circular templates for specialized position vacancies.
3. Specialized Position Vacancy Announcement Circulars shall contain appropriate information, statements, and/or attachments, to include:
 - a. The specialized position and Unit.
 - b. A Position Description, Form STD-370, or statement of duties for the position.
 - c. Any special prerequisites, qualifications, and/or requirements for the position.
 - d. The skills and abilities to be evaluated during the selection process.
 - e. A statement that particularized judgment may be exercised in the selection of the applicant for the position.
 - f. The time period of the posting.
 - g. A statement indicating whether the announcement is to establish a standing list for anticipated vacancies within the specialized function, or is to establish an eligibility list for a specific vacancy or vacancies.
 - h. The individual to whom the application should be submitted (this may be the Troop Commander or Bureau/Office Director, or designee).
 - i. The name, telephone number, and/or email address of a designated contact person for questions or to whom notification shall be made if the applicant is unable to attend or otherwise needs to reschedule their participation in the selection process (only in extenuating circumstances).

- j. A statement indicating that members should have NO expectation of promotion in place based upon being selected for ANY specialized position.
- k. A statement indicating that a 12-month probationary period must be served by the selected candidate, and that the selected candidate will receive periodic Employee Performance Reviews during the probationary period.
- l. A statement that members currently assigned to a specialized position may apply for the position announced in the Circular; however:
 - (1) The member will be deemed ineligible if the commitment to the position he/she currently holds is not satisfied prior to the closing date of the Circular.
 - (2) In the case of a standing list, a member with an unfulfilled commitment to a different specialized position is eligible to apply if the remaining commitment is one year or less. However, such member will not be eligible for selection until the remaining commitment to the position currently held has been satisfied.
 - (3) The eligibility of Deputy Fire Marshals and Assistant Deputy Fire Marshals to apply for other specialized positions shall be governed by the provisions of AR 9-8, Deputy and Assistant Deputy Fire Marshals.
- 4. The method for submitting Specialized Position Vacancy Announcement Circulars for approval will differ depending on whether the Circular is for a specialized position within a Troop or a specialized position within a Bureau/Office.

- a. Troop specialized positions:
 - (1) The completed Specialized Position Vacancy Announcement Circular shall be signed electronically by the Troop Commander and forwarded to the appropriate Area Commander, with sufficient justification for filling the position.
 - (2) The affected Area Commander shall review the justification to fill the position. The Specialized Position Vacancy Announcement Circular shall then be returned to the affected Troop Commander with a notation that the request to fill the position is either approved or denied.

 - b. Bureau/Office specialized positions:
 - (1) The completed Specialized Position Vacancy Announcement Circular shall be signed electronically by the Bureau/Office Director and forwarded to the appropriate Deputy Commissioner, with sufficient justification for filling the position.
 - (2) The affected Deputy Commissioner shall review the justification to fill the position. The Specialized Position Vacancy Announcement Circular shall then be returned to the affected Bureau/Office Director with a notation that the request to fill the position is either approved or denied.
5. If the request to fill the position is approved, the Troop Commander or Bureau/Office Director, or authorized designee, shall ensure the Specialized Position Vacancy Announcement Circular is forwarded electronically to the Bureau of Human Resources, by uploading it to the "Circular Drop-Off Box" in accordance with the procedures contained in the online Circular Administrator User's Guide.

- a. The uploaded Specialized Position Vacancy Announcement Circular shall contain the electronic signature of the appropriate Troop Commander or Bureau/Office Director.
 - b. By uploading a Circular to the "Circular Drop-Off Box," the submitter is confirming the document has been reviewed and approved for posting by the appropriate approving authority.
6. The Labor Relations Section, Bureau of Human Resources, shall review the Specialized Position Vacancy Announcement Circular for labor relations impact. If the Specialized Position Vacancy Announcement Circular needs to be amended, revisions will be discussed with the appropriate Troop Commander or Bureau/Office Director, or designee.
7. Upon approval by the Labor Relations Section, the Specialized Position Vacancy Announcement Circular will be assigned a Circular number and posted/announced electronically via the Enterprise Network, as follows:
- a. Troop specialized positions: The Specialized Position Vacancy Announcement Circular will be posted to the PSPiNet and sent electronically via email to all members assigned to the Troop where the vacancy exists. The Circular will also be sent electronically to the appropriate Troop Administrative Manager, the Equal Employment Opportunity (EEO) Office, and the PSTA.

NOTE: Members who are scheduled to transfer into a Troop prior to the closing date of a Specialized Position Vacancy Announcement Circular for a position within that Troop may apply for the position if the effective date of their transfer is prior to the closing date of the Circular.

- b. Bureau/Office specialized positions: The Specialized Position Vacancy Announcement Circular will be posted to the PSPiNet and sent electronically via email to all Department members. The Circular will also be sent

electronically to all Troop/Bureau Administrative Managers, the EEO Office, and the PSTA.

8. All electronically posted Specialized Position Vacancy Announcement Circulars for positions within Troops and Bureaus/Offices can be accessed/viewed by all Department members via the PSPiNet, Personnel Center, under the "Specialized Position Vacancies and Specialized Training Circulars" link.
9. Specialized Position Vacancy Announcement Circulars shall be posted on the PSPiNet for a period of 15 calendar days prior to commencement of the selection process for the position announced in the Circular. Specialized Position Vacancy Announcement Circulars will be automatically removed from the PSPiNet immediately following the 15th calendar day of posting.
10. Questions concerning the preparation and submission of Circulars for specialized position vacancies shall be directed to the Labor Relations Section, Bureau of Human Resources, via email at ra-splaborrelations@pa.gov.

B. Application and Selection for Specialized Positions:

1. During the posting time period for a specialized position vacancy, qualified members may express their interest in the position by submitting Department Correspondence, Form SP 3-201, through channels, to the Troop Commander or Bureau/Office Director, or designee, listed in the Specialized Position Vacancy Announcement Circular.

NOTE: Members on extended leave are responsible for periodically checking their Commonwealth email account for notification of Specialized Position Vacancy Circular postings. Members can remotely access their Commonwealth email account at <https://webmail.state.pa.us>.

- a. To ensure interested members are notified that their correspondence has been received, the Troop Commander or Bureau/Office Director, or designee, shall send an email confirmation to the

submitting member within 7 calendar days of receipt of the correspondence.

- b. If an email confirmation is not received by the submitting member within 7 calendar days following submission of the correspondence, the member shall notify the affected Troop Commander or Bureau/Office Director via email, within the subsequent 7 calendar days.
2. Selection of members for specialized positions shall be in accordance with the applicable provisions of the CBA between COPA and the PSTA.
3. The appointing officer shall send written notification of selection to the successful candidate(s) as soon as practicable following completion of the selection process.
4. Within 30 calendar days of written notification to the selected candidate(s), the appointing officer shall provide a written explanation to each of the nonselected candidates setting forth the reason(s) they were not selected for the position.
5. In cases where a standing list is used, the appointing officer shall, within 30 calendar days of the establishment of the standing list, provide a written explanation to each of the candidates who did not qualify to be placed on the list.
6. If applicable, the Troop Commander or Bureau/Office Director shall ensure the general transfer provisions contained in FR 3-2, Transfers, are followed.
7. To enable the EEO Office to effectively monitor interest expressed by minorities and women in specialized position vacancies, the Troop Commander or Bureau/Office Director shall provide a statistical breakdown by race and gender of all members expressing interest and those selected.
 - a. A copy of the Specialized Position Vacancy Announcement Circular shall be annotated with the statistical breakdown after the selection

process has been completed, and forwarded to the Director, EEO Office.

- b. For postings that establish a standing list, two statistical breakdowns shall be provided to the Director, EEO Office. This shall be accomplished by submitting two annotated copies of the Specialized Position Vacancy Announcement Circular. The first copy shall be submitted when the list is established, and the second copy shall be submitted when the list has expired. The first copy shall contain a statistical breakdown of all interested candidates, and the second copy shall include a statistical breakdown of all selected candidates.

C. Removal from Specialized Positions:

1. In accordance with Article 37 of the CBA between COPA and the PSTA, Subsection 4.a, removal from a specialized position in a Troop/Bureau/Office because of a reduction in members in that position or elimination of the specialty shall be by least seniority in that specialty at the affected Station, Unit, or work location, providing all factors are equal.
2. In accordance with Article 37 of the CBA between COPA and the PSTA, Subsection 4.b, removal from a specialized position for reasons other than as stated in Subsection 4.a shall be for reasonable grounds.
 - a. In such cases, the Troop Commander or Bureau/Office Director shall contact the Labor Relations Section, Bureau of Human Resources, for assistance with preparing a Notice of Removal, which contains a written explanation setting forth the reason(s) for removal from the specialized position.
 - b. If removal from a specialized position is for disciplinary purposes, the issue in the case shall be whether the Department had just cause for removal. In such cases, the Troop Commander or Bureau/Office Director must coordinate the removal with the Department Discipline Office.

31.04 PROCEDURES FOR SPECIALIZED TRAINING

A. Posting Specialized Training:

1. All specialized training opportunities shall be posted/announced electronically via the Enterprise Network, through the publication of a Specialized Training Announcement Circular.
2. The Specialized Training Announcement Circular shall be prepared electronically as a Word document using the Department Directive, by the appropriate Troop Commander or Bureau/Office Director, or designee, for approval and posting.
3. Specialized Training Announcement Circulars shall contain appropriate information, statements, and/or attachments, to include:
 - a. The specialized training being offered.
 - b. Any special prerequisites, qualifications, and/or requirements for the training.
 - c. The process for interested members to apply for the training.
4. Once the completed Specialized Training Announcement Circular has been reviewed and approved by the appropriate authority, the Troop Commander or Bureau/Office Director, or authorized designee, shall ensure the Circular is forwarded electronically to the Labor Relations Section, Bureau of Human Resources, by uploading it to the "Circular Drop-Off Box" in accordance with the procedures contained in the online Circular Administrator User's Guide.
 - a. The uploaded Specialized Training Announcement Circular shall contain the electronic signature of the appropriate Troop Commander or Bureau/Office Director.

- b. By uploading a Circular to the “Circular Drop-Off Box,” the submitter is confirming the document has been reviewed and approved for posting by the appropriate approving authority.
5. The Labor Relations Section, Bureau of Human Resources, shall review the Specialized Training Announcement Circular for labor relations impact. If the Specialized Training Announcement Circular needs to be amended, revisions will be discussed with the appropriate Troop Commander or Bureau/Office Director.
6. Upon approval by the Labor Relations Section, the Specialized Training Announcement Circular will be assigned a Circular number and posted/announced electronically via the Enterprise Network, as follows:
 - a. Troop specialized training opportunities: The Specialized Training Announcement Circular will be posted to the PSPiNet and sent electronically via email to all members assigned to the Troop where the training opportunity is being offered. The Circular will also be sent electronically to the appropriate Troop Administrative Manager, the EEO Office, and the PSTA.
 - b. Department-wide specialized training opportunities: The Specialized Training Announcement Circular will be posted to the PSPiNet and sent electronically via email to all Department members. The Circular will also be sent electronically to all Troop/Bureau Administrative Managers, the EEO Office, and the PSTA.
7. All electronically posted Specialized Training Announcement Circulars can be accessed/viewed by all Department members via the PSPiNet, Personnel Center, under the “Specialized Position Vacancies and Specialized Training Circulars” link.
8. Posting time frames for Specialized Training Announcement Circulars shall be in accordance with Article 37 of the CBA between COPA and the PSTA.

Specialized Training Announcement Circulars will be automatically removed from the PSPiNet upon expiration of the posting period.

9. Questions concerning the preparation and submission of Circulars for specialized training shall be directed to the Labor Relations Section, Bureau of Human Relations, via email at ra-splaborrelations@pa.gov.

B. Application and Selection for Specialized Training:

1. Qualified members interested in applying for specialized training shall follow the application process contained in the Specialized Training Announcement Circular.
2. Selection of members for specialized training shall be in accordance with the applicable provisions of Article 37 of the CBA between COPA and the PSTA.

31.05 RETENTION

Upon expiration of the posting period, Circulars for specialized position vacancies and specialized training will be automatically removed from the PSPiNet and maintained by the Bureau of Human Resources in an electronic archive for a period of four years from the date of cancellation.