

EMPLOYEE POSITION VACANCIES

20.01 PURPOSE

This regulation establishes procedures for the posting, **application**, 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 **Manager, Public Safety Human Resource Delivery Center (PSHRDC)**, 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, **and** the Governor's Office of Administration (OA), **Bureau of Talent Acquisition (BTA)**.

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 **must** be posted for a period of **at least** 5 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 Vacancy form (refer to Appendage B)**, along with the required supporting **documentation**, is prepared and submitted electronically

via email to **the PSHRDC** to request approval to fill the position. **The supporting documentation shall include Department Correspondence, Form SP 3-201, containing the Troop Commander's or Bureau/Office Director's written endorsement to post/fill the position; a copy of the Position Description (Form STD-370) for the vacant position, in Microsoft Word format; and an organization chart (Portable Document Format [PDF] or Microsoft Word format only) illustrating the organizational alignment of the position, the supervisory reporting relationship, and the subordinate structure (if applicable). The Request to Fill a Vacancy form and all attachments shall be forwarded via email to the PSHRDC, at ra-pypsdplacement@pa.gov. The email subject line should read: RTF – [Name of Agency] – [Position Name] – [Position Number].**

3. Upon receipt of notification of approval from the **PSHRDC** to fill the vacancy, the **internal** job posting and organization chart shall be emailed by **the PSHRDC** 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 **the PSHRDC** 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. **The PSHRDC** 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. **The PSHRDC** shall also forward a copy of all job postings via email to the **Equality and Inclusion Office (EIO)**, Equal Employment Opportunity (EEO) **Section**.
 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. The Commonwealth of Pennsylvania **Employment** website, where most PSP job openings may be viewed, can be accessed at www.employment.pa.gov.
 7. All job postings shall inform interested employees to apply by submitting an **online** application **through the Commonwealth of Pennsylvania Employment website**.
- B. Application Procedures:
1. **All job applications must be submitted online via the Commonwealth of Pennsylvania Employment website, at www.employment.pa.gov.**
 2. **Positions with Seniority Provisions:**
 - a. 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.

- b. Other Department employees who do not have seniority bidding rights to the posted position may also apply during the posting period. **They** 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.

C. 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 State Civil Service Commission.
- b. In the event a vacancy will not be filled by a current Department employee or other Commonwealth employee, **the PSHRDC shall submit a request to post the vacancy externally** to obtain a list of applicant referrals from OA, **BTA**.

2. Interviews:

- a. The **PSHRDC** shall forward the **applications** of eligible applicants to the appropriate Troop Commander or Bureau/Office Director for interview.

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

- b. Troop Commanders and Bureau/Office Directors should develop interview questions that relate to the required and desired qualifications for the position.**
- c. 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.
- d. All permanent PSP employees referred by **the PSHRDC** shall be contacted for interview.

D. Selection and Approval Process:

- 1. Approvals: All applicant selections shall be considered tentative pending receipt of necessary approvals; therefore, **job** offers shall not be made or implied **until advised by the PSHRDC.**
 - a. All interview documentation, including the interview questions and the interview panelists' notes, shall be reviewed by the respective Troop/Bureau/Office EEO 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 **EIO, EEO Section**, shall review and approve the interview/selection process.
 - c. All actions to fill non-Civil Service position vacancies must be approved by OA, **BTA**. Actions to fill Civil Service-covered positions must be certified by **OA, BTA**.
 - d. Applicants tentatively selected for positions that entail tasks with critical functions, as listed in Appendage C, must be approved through the medications screening process.
 - e. 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 **PSHRDC** for all selected applicants who are not already employed by

the Department. Approval of the background verification must be obtained from **the PSHRDC** prior to employment of the selected applicant.

2. Documentation:

a. Upon selection of a candidate, the appropriate Troop/Bureau/Office personnel shall provide the following information **to the PSHRDC** via the **Personnel Action Request (PAR)** process:

(1) A Fill a Vacant Position PAR shall be completed, requesting approval to fill the position with the selected applicant, and **submitted electronically to the PSHRDC Placement Resource account**, at ra-pypsdplacement@pa.gov.

(2) A list of the names and final status of all applicants who were referred by **the PSHRDC** 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 **EIO, EEO Section**, 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/**signed** EERC, initialed by the Troop/Bureau/Office EEO Liaison.

- c. The interview documentation (e.g., interview questions, interview panelists' notes) shall not be forwarded to **the PSHRDC** or the **EIO, EEO Section**. This documentation shall instead be retained by the Troop/Bureau/Office for a period of **five years**, and then purged.
 3. Final processing: Upon **the PSHRDC's** receipt of notification of approval of the selected applicant by the **EIO, EEO Section**, and clearance by **OA, BTA**, the remaining processing steps will occur, as applicable:
 - a. Applicants undergoing background verification will be extended a conditional offer of employment by **the PSHRDC** 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 **the PSHRDC** for review. If the background verification is approved and all other experience and education verifications have been completed, an official offer of employment will be made at that time.
 - b. The **PSHRDC** 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.
- E. Placement: When all approvals have been obtained for placement of the successful applicant in the position vacancy, the **PSHRDC** 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 **a minimum of 16 days in advance of appointment to allow sufficient time for pre-employment onboarding.**

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. Inter-agency 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 **the PSHRDC** to arrange a release date with the agency currently employing the selected individual. Prior to arranging the transfer date, **the PSHRDC** 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.

F. Non-selected/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 **the PSHRDC** 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 **the PSHRDC**.