

Process for filling Executive Director Positions

Prior to starting the recruitment process:

- Make sure that a vacancy exists on the complement. If the position needs to be added follow directions for creating a position (this process can be started prior to a vacancy, but an appointment cannot take effect until you have a vacancy).
- Review the current job description to ensure that the position is properly classified. Make any adjustments to the job description if necessary. If position is not accurately classified, follow directions for reclassifying a position.

Agencies have options for filling positions. Recruitment methods are appointment(s) from certification with exam or appointment(s) from promotion without exam (postings). An agency may use either method or use both methods; SCSC does not dictate the recruitment method. If your agency has a collective bargaining agreement, consult to see if recruitment method is dictated.

Certifications

Testing for the Executive Director is initiated by a request from a housing authority and is done in a localized situation. The HA would contact the Bureau of Personnel Assessment to set this process in motion. After contacting the Bureau of Personnel Assessment the HA would place advertisements in local papers, trade papers and/or on Internet sites. The advertisement would indicate the applicants contact the HA, and the HA would counsel the applicant on how to go to our website, create an account and complete an application. After the deadline for applications is complete, CS will evaluate applicants and contact them with a “testing date”. CS will complete the testing evaluations and then eligibles would be on lists.

If the recruitment method selected is certification the following types of certifications can be requested.

- **Code 11- Employment Certifications**-contains the names of applicants who meet the criteria.
- **Code 12 Agency Employee Certification**-Contains the names of regular and probationary civil service status employees of the agency who meet the criteria.
- **Code 14 Interagency Employee Certification**- Contains the names of regular and probationary civil service status state and local government employees who meet the criteria.

To request a certification, complete a SCSC90 form. Email requests for certifications to resource account: ra-cs-paad@pa.gov

Rules for surveying can be found in MD 580.2, *Civil Service Availability Survey/Interview Notice; Amended 6/20/14*. After surveying is complete, establish the eligibles in the Rule-of-Three and conduct interviews. Remember, if a Veteran is in the Rule-of-Three only a Veteran may be hired from that certification. Rules for conduction interviews and making selections can be found in MD 580.10, *Conducting Interviews for Classified Service Positions; Amended 8/15/13*. Upon

selecting a candidate for appointment, complete any internal business processes and approvals. Once a job offer is made and accepted, establish a start date. Submit a SCSC100 for the appointed candidate and the certification with all supporting documentation.

Promotion without Exam

Only Pennsylvania State Civil Service employees may bid on positions.

If this recruitment method is being used, prepare a Job Posting. Rules for Promotion without Exam postings can be found in MD580.19, *Promotion in the Classified Service Without Examination; Amended 8/31/09*. Sample job postings can be obtained by contacting SCSC via email at ra-cs-paad@pa.gov or phone at 717-787-5855. Job posting can be used for multiple recruitment methods and the agency has the right to pick and choose with recruitment methods being used.

- Recruitment methods include
 - Promotion without Exam (Code 60)
 - Transfer (Code 27)
 - Reassignment (Code 27)
 - Voluntary Demotion (Code 29)
 - Reinstatement (Code 40)

- Post positions for a minimum of 5 **working** days.

Once the posting has closed, separate your bids by recruitment method. The agency may choose one, multiple or all recruitment methods to interview. Once a recruitment method is chosen, all applicants within that method must be interviewed. There is no veteran's preference with this recruitment method. Selections should be made based on interview scores. Rules for conducting interviews and making selections can be found in MD 580.10, *Conducting Interviews for Classified Service Positions; Amended 8/15/13*. Upon selecting a candidate for appointment, complete any internal business processes and approvals. **Prior to making a job offer** request a certification for the selected candidate. To obtain a certification submit a SCSC90 with a copy of the job posting and a SCSC 1 Application to the SCSC resource account ra-cs-paad@pa.gov . After a certification has been issued for this action, a job offer may be made and a start date established. Lastly, submit a SCSC100 for the appointed candidate and return the issued certification.