

Classified Civil Service Recruitment and Selection Process

Current Process (before July 10, 2009)	New Process (effective with positions posted July 10, 2009)
<ol style="list-style-type: none"> 1. CCS position is posted for 9 calendar days. Only internal candidates (regular status employees) are eligible to apply. 2. All eligible internal applicants (not on probation and on active pay status), who meet the minimum qualifications are referred to hiring department. 3. If a hiring department deems that the internal applicant pool (if there is one) does not meet their qualifications, they can request external applicants. 4. If a viable eligibility list exists for the classification, Organization and Human Resource Consulting (OHRC) makes referral calls to external candidates. Up to 10 interested candidates are referred to the hiring unit, and the unit selects from this pool. 5. If no eligibility list exists, a CCS title-specific exam must be posted for 10 days to allow external applicants to apply. Once the posting expires, OHRC scores applicants based on the application materials using an unassembled grading tool. Referral calls are then made for specific positions, and up to 10 candidates are referred to the hiring unit. 	<ol style="list-style-type: none"> 1. CCS position is posted for a minimum of 5 business days. Internal and external candidates are eligible to apply for the specific position. 2. All eligible internal CCS applicants (not on probation and on active pay status), internal unclassified applicants, and external applicants, who meet the minimum qualifications, are referred to hiring department. <p style="text-align: center;"><i>All qualified applicants are forwarded at the same time to the hiring department for review and consideration for hire.</i></p> <p style="text-align: center;">New Department Requirements</p> <ol style="list-style-type: none"> 1. Departments are required to document, in advance of a selection process, the mechanism they will use to evaluate and select candidates based on minimum qualifications and attributes needed for success in the role and unit. 2. The Office of Human Resources will perform periodic audits to ensure departments are complying with this requirement. 3. Departments that do not comply will be required to establish an acceptable and approved process before posting any new positions.