

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Examinations: Credential Review	Regulation Number: 3.02
Issuing Bureau: Human Resource Services	Rule Reference: Rules 3-2.1 and 3-2.2		Replaces: Reg. 3.02 (CS-6802, June 25, 1996)
Subject: PREAUTHORIZED EVALUATION PROCESS FOR APPROVED CLASSIFICATIONS			

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states:

The commission shall . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service. . . .

RULE REFERENCE

Chapter 3 of the *Michigan Civil Service Commission Rules* provides the basis for examination of applicants for all positions in the state classified service.

Rule 3-2.1 Authority. — *The department of civil service shall prepare or approve examinations for all classified positions.*

Rule 3-2.2 Content and Method. — *Examinations shall consist of appraisal methods that assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's examination results.*

PURPOSE

This regulation defines the standards and procedures by which hiring agencies may evaluate applicants for classifications approved by the Bureau of Human Resource Services on a preauthorized basis.

DEFINITIONS

Hiring agency means any autonomous state agency or department certified by the Department of Civil Service to participate in the preauthorized credential evaluation process for approved classifications.

DEFINITIONS (CONT.)

Agency credential reviewer means a professional employee of a hiring agency who has been trained and certified by the Department of Civil Service to evaluate credentials for approved classifications.

STANDARDS

1. All provisions of federal and state laws, *Michigan Civil Service Commission Rules* and regulations, bargaining unit agreements, and the appointing authority's procedures relevant to the hiring process apply and must be followed.
2. Only agency credential reviewers may conduct credential reviews for this process.
3. The assigned Bureau of Human Resource Services (Bureau) liaison will conduct training sessions on the credential review process for hiring agency staff who are assigned responsibility for this process. The agency staff will be individually authorized to conduct credential reviews for approved classes.
4. The agency credential reviewer must verify that applicants possess the appropriate credentials for placement on employment lists and maintain appropriate records, in accordance with Regulation 3.06, "Selection of Employees for Position Vacancies," if an applicant is appointed to a vacancy.
5. Required licenses issued by the State of Michigan for specific occupations may be verified by the Bureau of Professional Regulation, Department of Consumer and Industry Services, or the Department of Education prior to qualification determination.
6. Applicants found not qualified by the agency credential reviewer for placement on an employment list may contact the Bureau to request another credential review. If found not qualified by the Bureau, applicants may appeal this decision in accordance with Regulation 2.03, "Technical Appeal Process." Applicants determined by the Bureau to be qualified will be placed on the appropriate employment list.
7. The Bureau will be available for assistance on credential review issues. The agency credential reviewer may refer difficult or questionable credential review decisions to the Bureau.
8. Appointing authorities shall notify the Bureau of any indications that a candidate may have misrepresented or falsified his/her credentials. The Bureau will investigate such reports and issue any appropriate sanctions.
9. The credential review process is subject to post-audit. Hiring agencies must maintain documentation of their decisions for both an audit of this process and for any applicants who are later chosen to participate in a recruitment and selection process to fill a vacant position. (See Regulation 3.06 for document retention for applicants selected for vacancies.)

STANDARDS (CONT).

10. Failure to comply with established standards may result in cancellation of the preauthorized approval.
11. The Bureau shall have final authority for credential review decisions.
12. The agency credential reviewer must notify the applicant of the agency decision in writing. The notification must state that the applicant has the right to request a review by the Bureau, as outlined in *Michigan Civil Service Commission Rule 2-20.B*, and Regulation 2.03.
13. The hiring agency must keep credential review documentation for six months from the initial review date for applicants processed for the employment list. (See Regulation 3.06 for documentation retention for applicants selected for vacancies.)

PROCEDURES FOR APPLICATIONS SENT TO HIRING AGENCY

These procedures cover only those applications sent to the hiring agencies. The Bureau will continue to process applications through current procedures for those applications sent to the Department of Civil Service.

Responsibility

Action

Hiring Agency

1. Identifies professional staff who will conduct the credential reviews.

Bureau Agency Liaison

2. Trains hiring agency professional staff in appropriate credential review procedures.

Agency Credential Reviewer

3. Reviews application and additional documentation (e.g., transcript, license, certification, and detailed résumé) to determine if the applicant satisfies the minimum requirements for the classification requested.

Agency Credential Reviewer

4. If on-line capability is available, may check Bureau of Professional Regulation, Department of Consumer and Industry Services, or Department of Education database to verify licenses issued by the State of Michigan. Dates and initials license section of application that the license was verified.

Responsibility (Cont.)

Action (Cont.)

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| | <ol style="list-style-type: none"> 5. If documentation is not complete, requests additional information from applicant. 6. Enters name of qualified individual on appropriate employment list or processes an approved appointment request. 7. If an applicant is found to be not qualified, sends a letter to the applicant describing the reason for the finding. 8. If applicant requests a credential review for a classification for which the hiring agency has not received preauthorization, sends the application and attached documentation to the Bureau, and notifies applicant of action. |
| Applicant | <ol style="list-style-type: none"> 9. If found not qualified by the hiring authority for placement on an employment list, may request that the Bureau review credentials. |
| Bureau | <ol style="list-style-type: none"> 10. If requested to conduct another credential review, contacts the hiring agency for the applicant’s documentation and agency credential reviewer’s response. |
| Hiring Agency | <ol style="list-style-type: none"> 11. Sends copy of the applicant’s documentation and the agency credential reviewer’s response to the Bureau. |
| Bureau | <ol style="list-style-type: none"> 12. Conducts another credential review and notifies applicant and hiring agency of the result. |
| Hiring Agency | <ol style="list-style-type: none"> 13. Determines record retention of applicant information. |
| Office of Compliance | <ol style="list-style-type: none"> 14. On an established schedule for each hiring agency, conducts a post-audit of transactions entered by the hiring agency under this regulation. |

CONTACT PERSON

Questions regarding this regulation should be directed to the Bureau of Human Resource Services Group Leader providing human resource services to the agency: George Minerick, (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis,

(313) 256-3692.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.