

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Examinations	Regulation Number: 3.17
Issuing Bureau: Human Resource Services	Rule Reference: Rule 3-2.5		Replaces: Reg. 3.17, (CS-6757, October 1, 1994) (Originally Issued as Selection Administrative Procedure 12)
Subject: EXAMINATIONS FOR WORK FORCE NEEDS			

AUTHORITY

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

No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion.

RULE REFERENCE

Section 3-2.5 of the *Rules of the Civil Service Commission* states:

Rule 3-2.5 Examination Administration. — *After considering existing employment lists, labor market data, and other relevant factors, the department of civil service may limit the administration of an examination to meet the need for:*

- (a) *A representative employment list.*
- (b) *An employment list in a specific location.*
- (c) *Specific or specialized job skills.*
- (d) *Other work force requirements.*

PURPOSE

This regulation establishes standards under which applicants may be tested outside the standard schedule of examinations when routine measures for providing qualified and available candidates result in employment lists that are insufficient to meet existing workforce needs.

STANDARDS

1. Requests for workforce-need examinations must be made in writing by the agency personnel offices and must specify the criterion (geographic list inadequacy or workforce supplementation) under which the requests are being made.
2. An immediate workforce need must be demonstrated. Requests must include documentation regarding existing vacancies or how the vacancies will be created, including position numbers, if available.
3. Geographic List Inadequacy: A request under this criterion must include documentation that demonstrates that fewer than 15 available names exist on a valid certification for the classification and location requested for each vacant position to be filled.
4. Supplemental Workforce Need: A request under this criterion must include rationale that demonstrates the need to supplement existing standard employment lists or exclusive-agency employment lists based upon any one, or combination, of the following criteria:
 - a. Change of program priorities.
 - b. New program or service initiatives.
 - c. Employee turnover or retirements.
 - d. Reorganizations.
 - e. The need to test employees who have become eligible since the last scheduled administration of the examination.
5. A workforce-need examination may not be approved if a regularly scheduled administration of the examination will take place and have scores released within 30 calendar days. If it is feasible and appropriate, applicants may be added to the examination in process.
6. Unless otherwise authorized by the Bureau of Human Resource Services Director, a workforce-need examination administration will be limited to those applicants who have not previously taken the examination.
7. Applicants will be placed on employment lists for all classifications tested in the examination component for which they qualify.

8. The Bureau of Human Resource Services component coordinator will evaluate the request and approve it or suggest alternatives, such as:
 - a. Identifying qualified applicants on other employment lists.
 - b. Downgrading positions for training.
 - c. Adding classifications and/or levels to individual records based on a previous examination score.
 - d. Requesting targeted recruiting and testing.
 - e. Testing of agency-identified applicants.
 - f. Emergency appointments.
 - g. Alternative selection plans (see Regulation 3.01).

10. If workforce-need testing is approved, the requesting department shall be responsible for the following:
 - a. Identifying potential applicants of the proposed examination.
 - b. Gathering Civil Service Applications (CS-102) and any other required documents from interested applicants and submitting them to the Civil Service agency liaison by a mutually agreed-upon date.
 - c. Preparing and submitting a Request for Geographic Need/Affirmative Action Examination form (CS-597) for each applicant, if the request is for a geographic need.

11. The Bureau of Human Resource Services will expedite, to the extent possible, the scheduling and scoring of workforce-need examinations.

CONTACT

Direct questions or concerns regarding this regulation to the Central Support Team, at (517) 373-3072.

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.