

Michigan Civil Service Commission

Regulation 3.01

Subject: Alternative Assessment and Selection Process		
SPDOC No.: 16-06	Effective Date: January 1, 2017 9	Replaces: Reg. 3.01 (SPDOC 16-067-14 , October 7 January 1, 20 0 17)

1. Purpose

This regulation establishes standards and procedures ~~to for use of an approved~~ alternative assessment and selection processes ~~that may to be used~~ instead ~~lieu~~ of ~~C~~Civil ~~S~~Service written, electronic, or other appraisal methods. ~~The alternative process offers an option to the exclusive use of applicant pools maintained by Civil Service.~~

2. CSC Rule References

3-1 Examinations

3-1.1 Authority

Civil service staff shall prepare or approve examinations for all classified positions. Examinations are referred to as appraisal methods in these rules.

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3. Standards

- A. An appointing authority may submit an alternative plan ~~for the to~~ recruitment, ~~assessment~~, and ~~selection of~~ employees to fill position vacancies. The plan can be designed to fill a specific position, all positions in a ~~particular~~ classification, or positions in an identified group of similar classifications.
- B. Civil ~~S~~Service ~~staff~~ shall provide technical guidance ~~upon request~~. ~~Staff shall provide~~ and assistance in ~~the develop~~ingment or ~~using of~~ appropriate assessment methods, if requested.
- C. ~~The A~~ plan submitted for ~~C~~Civil ~~S~~Service approval must include ~~all of the following~~:
 1. The position description, if position-specific.
 2. Any applicable selective-~~position~~-~~requirements~~ criteria.
 3. A description of ~~the~~ recruitment, posting, or other applicant identification efforts ~~to be undertaken~~.

4. A plan to complete any necessary credential reviews to identify applicants meeting the classification's minimum qualification requirements ~~for the classification.~~
5. A description of the essential applicant characteristics and identification of assessment and selection criteria ~~used~~ to evaluate them.
- D. The appointing authority must receive ~~C~~Civil ~~S~~Service approval of ~~the~~ an alternative plan before its initial use.
- E. The job-related assessment and selection criteria ~~to be used~~ may include assessment of training, education, and experience; evaluation of work samples; test performance; structured interviews~~s~~; or other appropriate methods or combinations of methods.
- F. The process must include mandatory practices outlined in regulation 3.04.
- G. The process cannot be used until all recall names ~~have been~~ are appropriately cleared.
- H. The appointing authority must administer the alternative process in accordance with the methods specified in the approved plan. Civil ~~S~~Service approval must be secured on plan modifications.
- I. Civil Service may p~~reauthorized plan approval may be granted by Civil Service for~~ use of ~~of~~ an alternative process ~~for~~ to filling vacancies in an entire classification or group of classifications if the positions are similar and have similar qualifications.
- ~~J. Civil Service has preauthorized to all appointing authorities the following universal alternative to selection from the Administrative Support Exam applicant pool at the 5 level:~~
- ~~—A person who has provided temporary administrative support services for an agency for 14 weeks or more (full time) within the previous 12-month period as a temporary services agency employee, a special personal services employee, or as a noncareer employee, may be included as a candidate in a pool to fill a position in the same work unit doing the same work. If selected, the appointing authority must document that the candidate's work during the working test period was satisfactory.~~
- ~~K~~I. The appointing authority must document the process, including ~~verification of~~ the lack of recall names~~2~~ and must certify the appointment in accordance with regulation 3.04, § 4.~~H~~I.
- ~~L~~K. Appointments ~~made following the usinge of~~ alternative processes are subject to audit for compliance with these standards. Documentation must be retained for ~~3~~ three years from the appointment date.

4. Procedures

Responsibility	Action
Appointing	1. Develops plan 2 in accordance with § 3.C 2 . The plan may be for a

Responsibility	Action
Authority	<p>specific identified position, for an entire classification (e.g., all entry-level data-entry operators), or for positions in similar classifications (e.g., all technical-unit- collective bargaining agreement entry-level technicians).</p> <p><u>2.</u> Requests assistance from Civil Service staff, as needed.</p> <p><u>23.</u> Submits plan to Civil Service for approval.</p>
Civil Service	<p><u>34.</u> Reviews the plan and W works with the appointing authority to revise it, if necessary.</p> <p><u>5.</u> Documents its approval of the plan.</p> <p><u>46.</u> Retains file copy of the request and approval documentation for the duration of the approval.</p>
Appointing Authority	<p><u>57.</u> Identifies any recall names for the classification of the position being filled; and Properly clears any recall names before proceeding.</p> <p><u>68.</u> Administers selection process in accordance with the approved plan and regulation 3.04.</p> <p><u>79.</u> Appoints the selected candidate.</p>

CONTACT

Questions on this regulation may be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone at 517-373-6695, or to MCSC-OCSC@mi.gov.