Considerations when Requesting Certificates

Org

- *Below the agency code, you will always enter the org level associated with the appointing authority for the position.*
- *This is necessary for reinstatement purposes.*
- *There is confusion regarding this because some requests require our unit to review and release the certificate. In order for our office to release a certificate, we do reference the PSMT for the position; therefore, we ask that the lower org (org to enter when accessing PSMT) is listed in remarks.*
- *<u>It is only advised to list the lower org in remarks if you are requesting a class that has specialties as an option. Even if you are not requesting a specialty for your certificate, if there is information listed in the possible specialties column under PMS position screen, then you need to include a lower org in the remarks section.</u>*
- *Caution – if you get in the habit of entering lower org numbers in remarks you may be delaying your access to certificates that don't require review by our unit.*

Certificate Type

- *Recommend requesting one certificate covering all certificate types rather than separate certificates for open and promotional.*
- *An employee with regular status will likely show on an open and a promotional certificate, especially if you request the entire register. The combined certificate eliminates the duplication of letters, confusion for the employee, and errors in coding the certificates.*
- *Keep in mind that the agency can also make a promotional appointment from an open certificate as well.*
- *The potential challenge to the combined certificate types is that it may make it harder to reach an applicant from the open portion of the certificate.*

Pay Rates

- *Request a certificate at any step on the pay range associated with the classification.*
- *The starting salary for an original appointment can't exceed the amount for which the certificate is requested.*
- *Salary ranges listed on availability or interview letters should also not exceed the amount of the certificate.*
- *By requesting the top step in the range, you can widen the pool of applicants. The system will not filter out applicants that may have entered a salary requirement just a few dollars above a lower step. (for example an applicant entered minimum semi-monthly salary of $1200, but an AOSA certificate was requested for $1196.50, Range 15, Step H preventing the applicant from showing on the certificate.)*
- *If your agency is subject to shift or security differentials associated with a classification, then you should always enter premium pay when requesting your certificates. This is important even if the appointed applicant is not going to initially receive a differential. By not having premium pay requested, it prevents the appointed applicant from changing shifts during the probationary period and limits the agency's ability to make additional appointments that do involve the differential prior to the expiration date.*

Number of Applicants

- *The system default is set at 40 applicants. This will provide the top 40 applicants based on score order that meet the other parameters of the certificate (county, salary, specialty, etc). There will often be more than 40 names listed as tie scores are included, so any applicant with the same score as the 40th person will also appear on the certificate.*
- *Any amount of applicants can be requested on a certificate. Tie scores will also be listed.*
- *There are two ways to obtain all the names from a register that meet the certificate parameters. First is to enter 999 in the field for # of Candidates Req and the second is to enter 70.0 in the field Certify to Score. You can only use one or the other of these options.*

County Location

- *The county that the certificate is requested for should be same as the county location on PSMT.*
- *In order to request a certificate for multiple counties, you need to have submitted a request based on ongoing business needs and received prior authorization for this from the Division of Personnel. Any future changes to these arrangements need to be agreed upon prior to requesting alternate counties. (A business need may be a position that involves statewide travel and telecommutes, but the position is currently set up for Cole County.)*
- *Once approval is given to request multiple county certificates, it must be done consistently and all the agreed upon counties have to be requested each time a vacancy occurs.*
- *If you encounter an issue in hiring for a certain county due to a low volume of applicants and want to reach out to applicants from adjacent counties one time, then we recommend requesting a trial certificate. This will allow you to contact applicants and advise them to update their availability by a certain time frame and then request an official certificate.*

Additional Items

- *If you request a certificate for a class that has possible specialties listed in the third column under the PMS button, then either select the specialties you need or leave the selected specialties blank. By leaving the middle column blank, a pop-up indicating there are specialties associated with the class will appear once you try to generate eligibles, just select yes to proceed without any specialties.*
- *The No Specialty option is actually treated as a specialty by MAIRS. In order to receive a comprehensive list of names from the register for applicants that meet the minimum requirements, the no specialty has to be blank. During the EASe application process,No Specialty is not an option for applicants to select from.*
- *A PMS position number will be required for each vacancy that you are indicating in the field Number of Vacancies. If you enter 1, it doesn't prevent you from making multiple appointments within the life of the certificate.*

Availability or Interview Letters

- *It is best to state that the applicant should comply with this notice within seven (7) working days rather than specifying a date such as December 15, 2014. If a certain date is listed and an error occurred when determining the seven days then the letters aren't valid. In many cases this involves placing someone into an emergency appointment and either sending corrected letters or starting over for a certificate that is near the closing date.*

- *How to establish the seven working days. Each letter should be dated for the day which it will be sent; do not include this day as one of the seven days. Begin counting with the working day immediately following the date on the letter. Weekends and holidays should not be included in the seven working days.*

- *The letter should reflect the county location for which the certificate was requested. If you have approval to request certificates with multiple counties then all counties for that applicable region/circuit must be listed. The term Statewide can be indicated if the approval was granted to request certificates Statewide.*

- *If you also elect to include a specific facility name or address on the letter next to the county information, then the implication is that you are limited to using the letters only for positions that meet that criteria. In other words, you could not hire for two SOSA (K) positions working in separate Cole County offices if the letters only mention one facility/building/address, etc.*

- *Merit classification titles must be utilized for the position on the letters. The reference to internal working titles should only be listed on supplemental materials you will be sending.*

- *Salary ranges provided on letters can't exceed the amount requested on the certificate.*

- *A statement regarding security and shift differentials should be included on the letters as well as requested on the certificate for applicable classifications. If this information is not listed on the letter and the person is hired for a shift involving the differential, then the letters aren't able to be used to establish the selection group. This could prevent your efforts to appoint an applicant.*

- *Options for information to include regarding salary and premium pay:*
  **In case of promotion, salary will be at least one step more than present salary.*

  **Salary will be at the beginning rate unless unique circumstances warrant a higher rate of pay.*

  **In addition to the base pay, you will receive a $.30 shift differential per hour if assigned to the 1st or 3rd shift.*

  **Salary (semi-monthly): $911.50 - $937.50 (base) $1020.88 - $1050.00 (premium)*

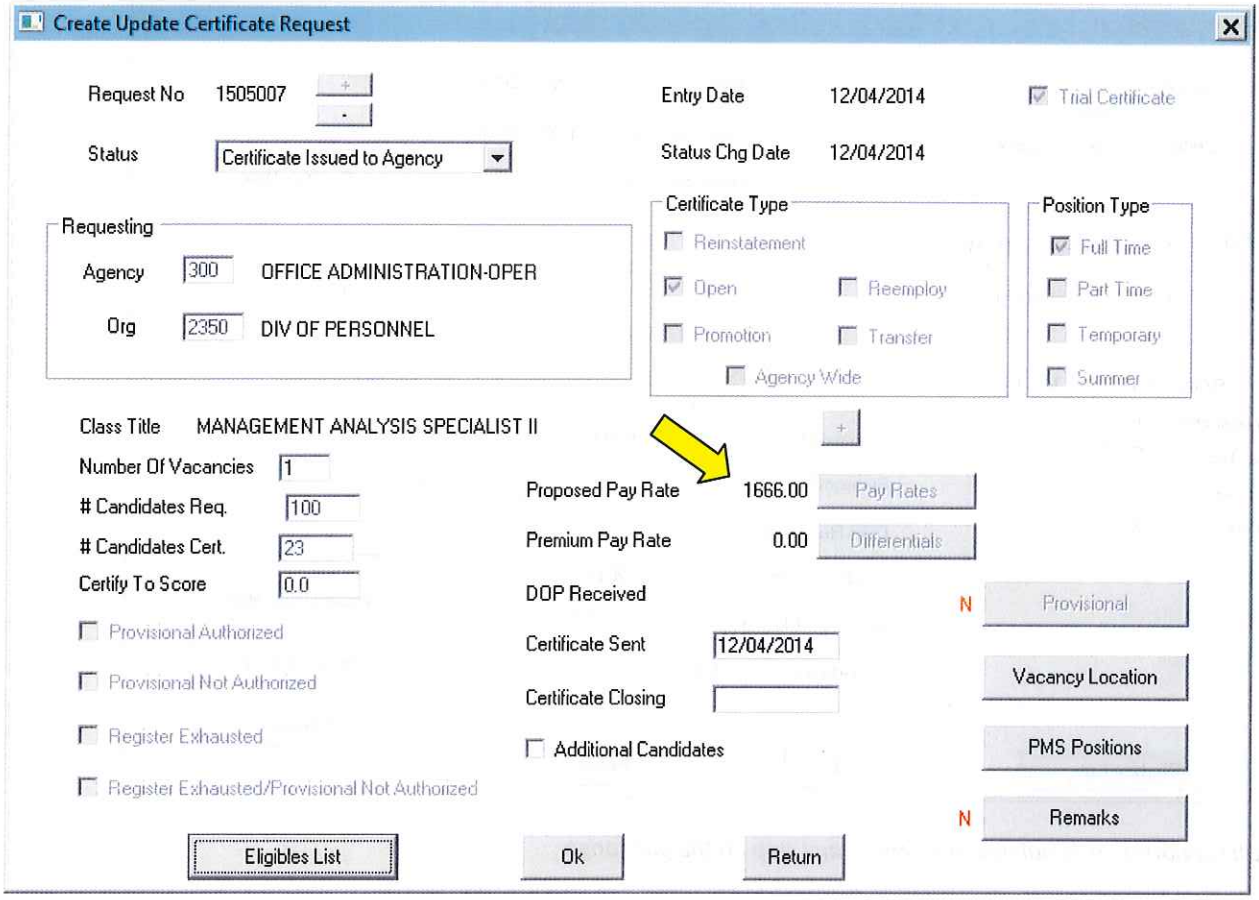
- *Certificate number should be listed on the letter.*

- *Letters to applicants can be sent by mail or e-mail depending on the discretion of the agency. If e-mail is utilized, the subject line should include the Division of Service, class title and certificate number.*

- *Reinstatement letters are extremely important for individuals whom were laid off from your agency. An official letter that indicates the information as outlined above (date, class title, county) must be sent to the individual. Keep mind it isn't an availability letter, it has to clearly state that it is an offer of appointment at the current amount for the pay step the employee held at the time of the lay off, and determine when the applicant can report to work if they are interested.*

- *When returning documentation to our office, we need a copy of the entire letter to which the applicant is responding. If there is a front and back, please send both or if an e-mail is multiple pages, we need the entire letter.*

Certificate issued at beginning step of the pay range:



Original appointments can only be offered the beginning step of the range on availability or interview letters.

The only reference to salary on letters should be:

Salary* (semi-monthly): $1,666.00
*In case of promotion within your agency, salary will be at least one step more than present salary.

If your agency wants to advise applicants that the salary is subject to a two step increase following the successful completion of the probationary period, then you can include these details on any supplemental information you provide or add another * below the statement above.

Please keep in mind that the starting salary information has to be consistent on your letter and all supplemental information.

The starting salary can't exceed the amount requested on a corresponding certificate.

Certificate issued at the highest step on the pay range:

Create Update Certificate Request

Request No 1505008

Status Certificate Issued to Agency

Entry Date 12/04/2014

Status Chg Date 12/04/2014

Trial Certificate

Requesting

Agency 300 OFFICE ADMINISTRATION-OPER

Org 2350 DIV OF PERSONNEL

Certificate Type

Reinstatement

Open

Reemploy

Promotion

Transfer

Agency Wide

Position Type

Full Time

Part Time

Temporary

Summer

Class Title TRAINING TECHNICIAN II

Number Of Vacancies 1

Candidates Req. 0

Candidates Cert. 116

Certify To Score 70.0

Provisional Authorized

Provisional Not Authorized

Register Exhausted

Register Exhausted/Provisional Not Authorized

Proposed Pay Rate 2286.00 Pay Rates

Premium Pay Rate 0.00 Differentials

DOP Received

Certificate Sent 12/04/2014

Certificate Closing

Additional Candidates

N Provisional

Vacancy Location

PMS Positions

N Remarks

Eligibles List

Ok

Return

This certificate will support an original appointment at any step on the pay range.

There are options regarding the salary range referenced on letters:

Option 1: List only beginning step.
Salary* (semi-monthly): $1,606.00
*In case of promotion within your agency, salary will be at least one step more than present salary.

Considerations: you will only pay this starting rate but want applicants initially indicating a higher starting salary to at least contemplate whether they will accept a lower amount now that a position is available.

Option 2: List the salary range for the class.
Salary* (semi-monthly): $1,606.00 - $2286.00
*In case of promotion within your agency, salary will be at least one step more than present salary.

Considerations: you can work through the interview process and make an offer at any step on the range as allowed under the pay plan CSRs; also potential for applicants to interpret this range as option to negotiate salary.

Option 3: List a salary range to start at the beginning step and cover the highest step that you are willing to offer.
Salary* (semi-monthly): $1,606.00 - $1900.50
*In case of promotion within your agency, salary will be at least one step more than present salary.

Considerations: allows you to give a probationary salary increase after six months if the class has an extended probationary period; also provides applicants with a better understanding of pay expectations when submitting a response; finally you are limited to making your appointment in this range if you need letters to demonstrate that your selected candidate is a part of the selection group on the certificate.

*A second * could be listed on the letter to indicate the typical starting salary will be at the start of this range.*

A certificate can be requested at any possible step on a pay range, it doesn't have to be the highest step. The same principles set forth in the options above apply, except that letters and appointments can't exceed the amount for which the certificate was requested.