De-Identification Update

Anna Biasbas
Employment Services Director
Civil Service Commission Rule Changes

- Rule Amendments to Volume I – Miscellaneous Classes
  - 102 – Definitions
  - 110 – Examination Announcements and Applicants
  - 111 – Examinations
  - 111A – Position-Based Testing
  - 112 – Eligible Lists
  - 113 – Certification of Eligibles
- Adopted Monday September 17, 2018
- Effective Monday, October 15, 2018
De-Identification

October 15, 2018

- Confidential Eligible Lists / No posting of Eligible Lists with candidates names
- All permanent announcements (PBT/CBT/CCT) must include Minimum Qualification Supplemental Questionnaire (MQSQ)
- New Review of Ratings procedures and templates in JobAps
- Examination Score Report in lieu of Eligible Lists
- Applications must be de-identified during PRSP when screening from many to few
- PCS Hire Database
- Eligible List with names available for inspection after exhaustion or expiration & resolution of referrals
Training Provided

- DHR Provided Training September 18\textsuperscript{th} – October 12\textsuperscript{th}
- Exams and De-Identification
  - Target Audience: HR Representatives responsible for administering exams
- Post Referral Selection Process (PRSP) and De-Identification
  - Target Audience: Department Personnel Officers and HR Representatives responsible for administering PRSP

<table>
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<tr>
<th>Training Course</th>
<th>No. of Sessions</th>
<th>No. of Attendees</th>
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<tr>
<td>Exams &amp; De-ID</td>
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<td>PRSP &amp; De-ID</td>
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<td>233</td>
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Training presentations and FAQs can be found on the HR eLibrary under “Other Learning Materials”
JobAps Super User Training

- JobAps Basics
  - November 7 – November 14
- JobAps Beyond the Basics (Essentials for Recruitment)
  - November 15 – November 27
- JobAps for PCS Recruitments and Certifications
  - November 28 – December 4
Next Steps

Post De-Identification Check-In/Forum with Departments December 2018

- Selection and Hiring Resources Exams
- Client Services Consulting