

# De-Identification Update

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Employment Services Director



# Civil Service Rule Changes

- 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<sup>th</sup> – October 12<sup>th</sup>
- 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

Training Course	No. of Sessions	No. of Attendees
Exams & De-ID	5	173
PRSP & De-ID	8	233





# Training Provided

Training presentations and FAQs can be found on the HR eLibrary under “Other Learning Materials”



HR eLibrary

Home

Pre-Hiring Process ▾

Exams & Hiring Process ▾

Employees on the Job ▾

Employee Transitions ▾

## De-Identification (4)



De-Identification: FAQs for Applicants & Eligibles ✱



De-Identification: FAQs for Hiring Managers ✱



De-Identification Presentation: Prior to List Adoption



De-Identification Presentation: PRSP

## 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



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

- Selection and Hiring Resources Exams
- Client Services Consulting

