

## PERSONNEL SERVICES BULLETINS (PSBs)

100-12

**Subject:** Selective Certification of Civil Service Eligible Lists

**Source:** Rule 4.7.10 of the Personnel Rules and Regulations of the City of New York

**Date:** May 24, 2011

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### **I. Background**

Some competitive class titles to which individuals can be appointed or promoted have assignments or positions that require additional or specialized knowledge, skills or abilities beyond those which are assessed through the minimum qualification requirements or in the tests of an examination. Such additional or specialized knowledge, skills or abilities are required in order to successfully perform the essential duties of the particular assignment or position.

Rule 4.7.10 of the Personnel Rules and Regulations of the City of New York provides a process by which candidates with the additional or specialized knowledge, skills or abilities can be identified (generally during the examination process) and can be given preferred consideration over other candidates on the eligible list (by being "selectively certified") for those assignments which require enhanced qualifications.

### **II. Policy**

Selective Certifications enable the Department of Citywide Administrative Services ("DCAS") to provide agencies with the names of candidates who are better matched to the needs of a particular assignment or position. Consequently, DCAS encourages agencies to consider using the Selective Certification process to the greatest extent possible to enable them to meet their specific hiring needs.

### **III. Typical Selective Certifications**

Candidates who possess additional or specialized qualifications may be selectively certified in one or more of the following categories: experience (e.g., a specified amount of time performing specific tasks in a particular occupation), appropriate licensure (e.g., commercial driver license) or by possession of essential knowledge, skills and abilities (e.g., the ability to speak a specific foreign language). All such specialized qualifications must be job-related and must be supported by business necessity.

### **IV. Procedure for Including a Selective Certification on an Examination**

The inclusion of a Selective Certification on an examination may originate through the job analysis process conducted by the DCAS Bureau of Examinations. As part of the job analysis process, Examiners will discuss the possibility of selective certification with agency representatives.

Requests may also be made by agencies when they identify specific needs. However, it is essential that each request for a Selective Certification be validated by the DCAS Bureau of Examinations. This will ensure that each request for Selective Certification is critically reviewed and consistent with all applicable laws and all rules of the City of New York.

### **V. Notification to Candidates that a Selective Certification Will be Included on an Examination**

A decision to include a Selective Certification on an examination will be announced in the Notice of Examination. Candidates may be reminded that a Selective Certification is included on the day of the test. (A Selective Certification requirement may be announced after the test date.

However, a public hearing is required in order to establish a Selective Certification after the test has been administered.)

**VI. Candidate Application for Selective Certification**

Candidates who are interested in being considered for assignments or positions requiring additional or specialized qualifications (that is, are interested in being selectively certified) and who meet the requirements may apply for Selective Certification by following instructions announced to all candidates for the examination.

Candidates may also meet the requirements for Selective Certification and may request to be included on future Selective Certifications at any time during the life of an eligible list. In such instances, candidates are required to notify the DCAS Bureau of Examinations at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 in order to make such request.

**VII. Additional Information**

In the event of a layoff in a competitive class title, employees who were appointed through Selective Certification do not get preference in the order of layoff. Furthermore, when a Selective Certification is exhausted, an agency must use the primary list for all subsequent appointments.

Edna Wells Handy  
Commissioner

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