



**Department of
Civil Service**

**Disqualification Process for
Professional Career Opportunities
Select Job Titles**

Disqualification process for PCO Select Job Titles

The Department has developed a process to quickly determine whether someone should be disqualified for appointment to a Select Job Title. However, since the eligible is entitled to due process, the eligible must remain active and be coded as a non-select (NS) on the list certification throughout this process.

All list appointments require agency human resources to verify the eligible meets the announced minimum qualifications. If during the verification process, the agency determines the information provided by the eligible is insufficient to meet the minimum qualifications, due process must be provided. Agency Human Resources should ensure all materials and information offered by the eligible are collected and thoroughly reviewed. If the information supports lack of qualification, the agency should contact the eligible directly, via email, and provide 10 business days for response.

Sample “Due Process Email:

After a careful review of the information you provided we have determined that you do not meet the Additional Qualifications for the (insert title) PCO (Professional Career Opportunities) Select Job Title because (insert the reason for the DQ).

The Additional Qualifications for the (insert title) PCO Select Job title require (insert Additional Qualifications from the PCO Dashboard

<https://www.cs.ny.gov/examannouncements/types/oc/pco-titles.cfm>

If you wish to dispute this decision about your qualifications, please contact us on or before (insert date, allow 10 business days) and provide us proof that you meet the Additional Qualifications described above. If you do not contact us by (insert date), c.o.b., we will notify the New York State Department of Civil Service, your name will be inactivated on the (insert title) PCO Select Job Title list, and we will send you no further notice about this.

This action will not affect your status on the PCO Generalist Job Titles list.

Scenario 1: No Response from eligible

If after 10 business days, the eligible has not responded to the request for additional information for qualification verification, the certification can be coded “IC”.

The **Agency Human Resources** must email their representative in Staffing Services with a copy PCOinquiries@cs.ny.gov requesting eligible’ s disqualification. The email must provide documentation clearly demonstrating why the person is not qualified. The documentation must include interview results with the eligible or responses to an agency questionnaire asking about the minimum qualifications. A resume from the eligible is insufficient.

Disqualification process for PCO Select Job Titles

The email should contain; Eligible's name, Eligible's Social Security Number, the list number, the certification number, and a copy of the communication with the Eligible (the due process email including time/date stamp and eligible's email address) and the minimum qualifications explaining why the applicant is disqualified.

The **Department of Civil Service**, upon receiving sufficient agency documentation, will contact the eligible and remove them from the list in question.

Scenario 2: Disqualification of Eligible

If after 10 business days, the eligible responds and the supporting information is not sufficient to verify the minimum qualifications, the certification can be coded "NS". The applicant must receive final communication from the agency indicating receipt of additional information and their final determination.

Sample Final Email:

Thank you for the additional information about your qualifications. After a careful review of the additional information you provided, we have determined that you still do not meet the Additional Qualifications for the (insert title) PCO (Professional Career Opportunities) Select Job Title.

We have forwarded your information to the New York State Department of Civil Service for their review. They will contact you with their findings about your qualifications. While the review is being done by the Department of Civil Service your name will remain active on the eligible list.

The **Agency Human Resources** must email their representative in Staffing Services with a copy PCOinquiries@cs.ny.gov requesting eligible disqualification. The email must provide documentation clearly demonstrating why the person is not qualified. The documentation must include interview results with the eligible or responses to an agency questionnaire asking about the minimum qualifications. A resume from the eligible is insufficient.

The email should contain; Eligible's name, Eligible's Social Security Number, the list number, the certification number, and a copy of the communication with the Eligible (the due process email including time/date stamp and eligible's email address) and the minimum qualifications explaining why the applicant is disqualified.

The **Department of Civil Service**, upon receiving sufficient agency documentation, will contact the eligible and remove them from the list in question.

The **Department of Civil Service**, upon receiving agency documentation may determine the due process was insufficient. In these cases, the Department will request proof from the eligible that he/she is qualified and provide time (10 business days) for

Disqualification process for PCO Select Job Titles

the eligible to provide the necessary proof. If it is found that the eligible is qualified, the agency will be notified and instructed to consider the eligible. If it is found that the eligible is not qualified, the agency will be notified, and the applicant will be removed from the eligible list.

Scenario 3: Eligible Remains Approved

If after 10 business days, the eligible responds and the supporting information is sufficient to verify the minimum qualifications send the following email:

Sample Approval email:

Thank you for the additional information about your qualifications. After a careful review of the additional information you provided, we have determined that you have the Additional Qualifications for the (insert title) PCO Select Job Title, and we will consider you for our position(s).



**Department of
Civil Service**

Visit the New York State
Department of Civil Service Website @
www.cs.ny.gov

New York State
Department of Civil Service
Albany, NY 12239

Content Last Updated

July 2019