NEW YORK STATE OF OPPORTUNITY. | Department of Civil Service

New York State Agencies

Guide to Using The

Selective Certification System

2018

SELECTIVE CERTIFICATION IS AN EXAMINATION

Participation in the development of the agency Profile must be kept confidential from any potential candidates. Failure to adhere to the rules and/or policies regarding Selective Certification may result in a candidate's disqualification from, or the removal of an agency's permissions for, future participation in the examination process and possible revocation of any appointment made from the eligible list. Requesting that any candidate disclose his or her responses to the individual Items in the inventory before submitting a Selective Certification Position Profile Form will be considered a violation of the confidentiality of these examinations.

Contents

The Selective Certification System (SCS)

Examinations offering the use of the Selective Certification System (SCS) are typically announced as written examinations, with a core testing plan derived from an analysis of the critical knowledge, skills and/or abilities (KSAs) required of candidates to perform the duties of the position and a set of job-related minimum qualifications candidates must meet to be approved to sit for the examination. Candidates who achieve a passing score on the examination have their names placed on the resultant eligible lists for use by agencies in filling positions.

Within certain job classes, however, the Department of Civil Service (DCS) determined that additional education and experiences may be required for the positions based upon the highly specific or specialized work each individual is expected to perform. This specificity of work is different than what is expected of the class overall and can vary by agency or even within an agency. This high degree of specialized qualifications requires a selection plan that considers a variety of specific education and experiences within each job class, in addition to testing of the more generalized core KSAs in a title series.

For these specialized job classes, in addition to a written examination, candidates are provided an opportunity to complete an online Skills Inventory (Inventory) consisting of specific education and experiences identified as being important within a candidate's background that are either critical to or of great importance in their ability to perform the duties of the specific position. Each Inventory is designed for the specific examination with which it is associated. For example, the Inventory used for the Associate Attorney examination contains those educational and experiential elements that are associated with the specific legal work areas found across state agencies, while the Information Technology Specialists series Inventory contains educational and experiential elements related to information technology. The contents of the Inventory are used to create a Selective Certification Profile (Profile) containing the critical elements of the specific position being filled.

The SCS procedures assist agencies in creating Profiles that best meet the needs of the agency, while providing fair opportunities for candidates to be considered in filling these positions. Each eligible list Certification (CERT) produced by the SCS provides an opportunity for agencies to select from candidates possessing a set of education and experience criteria that is unique to a position, with a direct correlation to the duties an incumbent of that position would perform. CERTs created using the SCS consist of those passing candidates who meet the specific requirements of the desired specialized education and experiences only, and ranks those passing candidates in order based on their written test score of 70 or higher.

A CERT created through the use of the SCS does not affect a candidate's test score and the use of the SCS does not change any of the requirements of Civil Service Laws, Rules and/or Regulations governing eligible list appointments.

The Selective Certification Profile Process

The following Overview applies to all Selective Certification examinations. For examination specific information, please refer to the Appendices.

Understanding Skills Inventories

Skills Inventories are unique to the examination for which they are being used. Each Inventory for the SCS consists of descriptions of education and/or experiences identified as being essential for candidates to possess in order to perform the duties of the specific position in the specific title. After the written examination has been held, candidates complete an online Inventory, attesting to the possession of each of their claimed educational or experiential selections. A candidate's responses to the Inventory are confidential, examination-related materials and are not provided to Agencies.

Agencies may choose to use the SCS to find candidates with specific desired educational and experiential qualifications based upon the duties of the position, by using the descriptive information in the Inventory to guide the selection of the appropriate specialized qualifications. The SCS matches the descriptive information provided in the Profile to candidates whose Inventories contain the selected educational and experiential qualifications. The resulting eligible list, or CERT, is then used to fill the position.

Structure of Skills Inventories

Inventories are separated into **Categories**, e.g. General Experience or Licenses and Certifications, which are comprised of **Groups** followed by **Items** and **Level**. The Level is the specific requirement that an Agency determines is needed for the selected Item. For certain Inventories, additional elements, such as Sub-Items, and Tasks, must be selected.

For the purposes of this example, Agency choices for <u>Level</u> include:

- License/Certification has expired or lapsed
- Currently Licensed/Certified

Producing a Profile: Roles and Responsibilities

The Director of Human Resources Management/Personnel Office designee and the appropriate Program Official, e.g. the General Counsel for the Associate Attorney positions, work together to design a Profile reflective of the duties to be performed.

When designing a Profile, Program Officials, in consultation with Human Resources Management/Personnel representatives must determine the most important duties, activities, tasks and responsibilities of the position **before** deciding which Inventory elements are necessary to fill the vacancy. It is important to include only those education and/or experiences which have a **significant** bearing on the performance of the duties of the position.

To create a new Profile using the SCS, agencies complete the **Selective Certification Profile Form (Form)**, which includes the required **Selective Certification Summary (Summary)** for the Profile choices made from the Inventory. The Form is the reviewable record of the job-related selection process used in constructing a Profile for a given position. Accordingly, the Summary requires identification of the vacancy; and the list of the most important duties to be included in the Profile.

The Program Official must review the Inventory and complete the Form, identifying the critical Items required of the position which correspond to the description in the Summary. Once the Form and Summary are complete, Program Officials are required to sign and submit the information to the Human Resources Office for the Director's review and signature**.** The Director of Human Resources Management/Personnel must verify that the Summary contains at least the critical elements that will be selected for the Profile and that all business rules have been followed with respect to creating the Profile prior to attesting to the accuracy and integrity of the Profile.

Agencies are **required** to maintain a copy of the written document containing the Summary, including the narrative/justification for the position, and of the Form containing the inventory Items chosen for the particular Profile for a period of six (6) years.

Building a Profile Using SCS

(For illustration purposes, a sample of screenshots of the SCS is provided to facilitate the explanations of the SCS, and the examples. These screenshots DO NOT contain real data. Please see Appendices for your specific examination series).

Home Page:

Using the link to the SCS provided to Agency HR Offices, access the *Selective Certification - Series Selector* home page by logging in to the SCS using your Civil Service User ID and password.

For this example, select Associate Attorney from the drop-down menu and click Submit, as shown in Figure 1.

Figure 1

Clicking on the **Submit** button opens a *Profiles* page, which lists any existing Profiles you have created, and the current status of those Profiles. You can filter the list of existing Profiles (by title or status) by using the Filter drop down selections shown below.

Figure 2
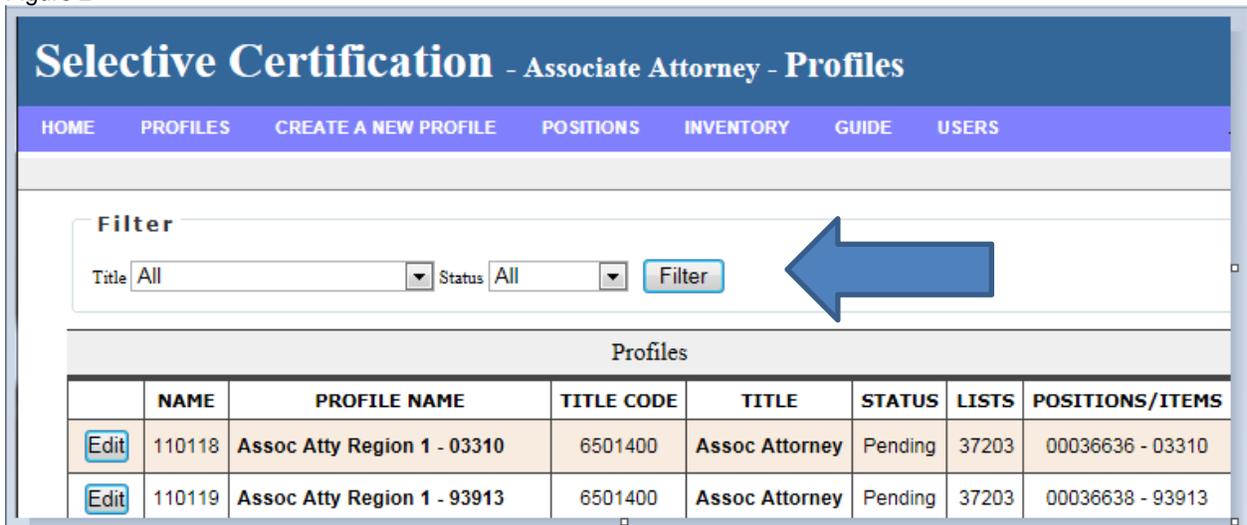
Tabs along the top of the page include the following:

Home: Brings you back to the Series Selector.

Profiles: Will show you a listing of your agency's existing Profiles.

Create a New Profile: Brings you to the Profile development screen.

Positions: Is a summary/history of position numbers that have been used and related CERT information.

Inventory: Will display the Inventory, which is needed to create a Profile, and can be printed. If you click on Printable Inventory, you can save the Inventory as a separate file.

Guide: Brings you to The New York State Agencies Guide to Using the Selective Certification System and the Appendix for the selected examination. Both documents will open in a new window.

Users: Contains a listing of the individuals within your agency who have access to ELMS.

Creating a New Profile:

From the *Profiles* page, to create a new Profile, click on **Create a New Profile** (see Figure 3) to advance to the next screen where you will be required to enter the Profile Name, Position Number, and Summary, as shown in Figure 4.

Figure 3

	NAME	PROFILE NAME	TITLE CODE	TITLE	STATUS	LISTS	POSITIONS/ITEMS
Edit	110118	Assoc Atty Region 1 - 03310	6501400	Assoc Attorney	Pending	37203	00036636 - 03310
Edit	110119	Assoc Atty Region 1 - 93913	6501400	Assoc Attorney	Pending	37203	00036638 - 93913

Figure 4

- The **Profile Name** should include some identifying characteristics to distinguish it from other Profiles on the Profile page, such as the Item number(s) or regional location(s).

- The **Position Number** is the unique number assigned to the specific position to be filled from the created Profile.

- The **Summary** must explain why the critical Items chosen to create the Profile are required for the particular position. The narrative is limited to 4,000 characters.

- The **Attestation**: Personnel staff creating the Profile in the SCS are required to attest that:

    o the Profile has been signed by the Director of Human Resources or designee and the Agency Program Official; and
    o the Profile was developed without, to the best of their knowledge, reference to or consideration of a known candidate.

A scanned copy of all documentation used for creation of a Selective Certification in ELMS must be sent directly to the responsible Staffing Services Representative immediately after a CERT has been created and prior to an offer of appointment.

After all the required information has been entered, click on **Create Profile** to move to the next screen, see Figure 5, which now indicates an existing Profile, with an assigned **Profile Number**. The Profile Number must be used in ELMS to request an Information CERT and a final CERT.

Figure 5

NOTE: *On the bottom of this screen you will see the position number associated with this Profile. If the incorrect position number was entered, you can delete it at this time and enter the correct position number as the position number has not yet been locked to a Profile. To delete a position number, click the **Delete** button in the Edit column. To add a position number, type the position number, and click the **Add** button.*

Prior to submitting the final CERT, an Information CERT must be created to verify the numbers of candidates that will be on the final CERT. Candidate numbers in ELMS may vary from those in the SCS because of geographic location and eligibility dates. For example, a candidate who will not be eligible for appointment within the 90-day life

of the requested CERT will not appear on that CERT, however they would still be in the SCS.

Adding and Deleting Properties:

The next step is to add Properties to the Profile. In general, a Property or Properties, refers to the selected Category, Group, Item and Level selected within a specific Profile.

Part A. Adding a Property:

Step 1

In the **Add a New Property** box, select a **Category** from the drop-down menu. (For this example, we will select Category 6, Licenses and Certifications.)
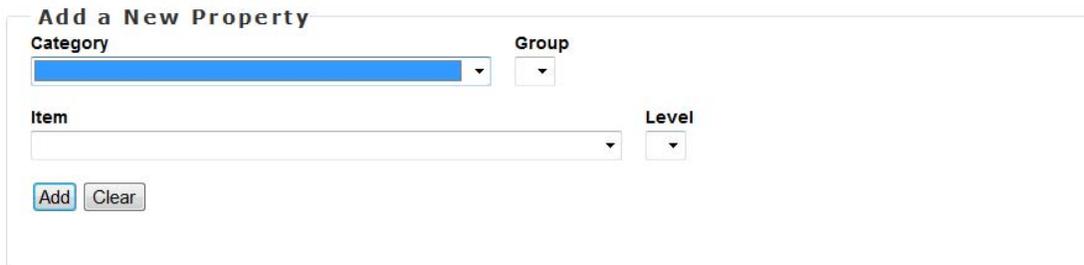
NOTE: The Collection drop-down menu below will appear after you have added your first Category.
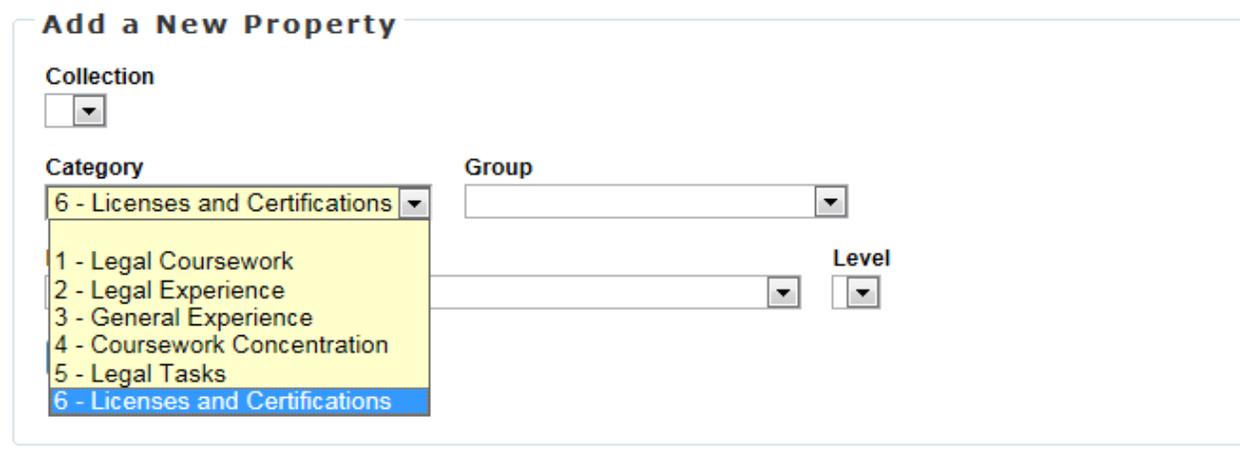
Step 2

Select a **Group**. The information in the drop-down menu varies depending on the Category selected. For some Categories, the Group will be the same as the Category.

Step 3

Select an **Item.** For this example, "Admission to Other State Bar" was selected.

Step 4

Select a **Level**. For this example, "Currently Licensed/Certified" was selected.

Add a New Property

Collection
1 ▾

Category
6 - Licenses and Certifications ▾

Group
1 - Licenses and Certifications ▾

Item
16 - Admission to Other State Bar ▾

Level
2 - Currently Licensed/Certified ▾

1 - License/Certification has expired or lapsed
2 - Currently Licensed/Certified

[Add] [Clear]

UPDATE: Agencies are now required to provide justification for each Property selected within a Selective Certification Profile. A justification column was added for this purpose. When completing Selective Certification Profiles, agencies must supply sufficiently detailed information in the justification column so that DCS representatives reviewing the Selective Certification requests may determine that the Property selected is required to perform a specific aspect of the duties of the position. Below is an example of a portion of a properly completed Selective Certification Profile.

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	JUSTIFICATION
Licensure 1.1.1	Licensure	4 - NYS Professional Engineer License with current registration		Yes - Has the License/Current Registration	PE license required with Current Registration.
Experience 2.1.10.1	Experience	35 - Design	Type	2 - Between Grade 23 and Grade 26	Manage, supervise, train and lead assigned units and staff, such as the highway design, consultant management and survey teams. Prior highway design experience at a supervisory level required
Experience 2.1.10.2	Experience	36 - Design	Highest Level Time	3 - 5 years or more	Prior highway design experience at a supervisory level required due to the technical nature of this position.

(5/8/18)

Step 5

Click on the **Add** button. You will notice a few new things:

13

No qualified eligibles have been found yet.

Find Qualified Eligibles   Duplicate this Profile   Delete this Profile

Add a New Property

Collection
1

Category
6 - Licenses and Certifications

Group
1 - Licenses and Certifications

Item

Level

Add   Clear

Collection 1   Duplicate Collection   Delete Collection

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		2 - Currently Licensed/Certified		Update Delete

1. Arrow 1 identifies two new buttons that will appear: **Find Qualified Eligibles** and **Duplicate this Profile**. To find qualified eligibles for this Profile, click on the **Find Qualified Eligibles** button. You will be able to click on this button after each additional completed Property is entered into the system. If you want to use this Profile as a basis to build a new Profile, click the **Duplicate this Profile** button.

NOTE: This system was created to meet the many different needs of agencies that have chosen to use the Selective Certification program. There may be features such as Tasks and Sub-Items as defined in your Appendix that will not apply to all examination series.

2. Arrow 2 identifies the **Collection** drop-down box. As soon as one Property is added, a Collection is created. To add a new Collection or to specify which Collection you want a new property to be added, select the appropriate number from the Collection drop-down menu.

3. Arrow 3 identifies the **Collection Number**, e.g., Collection 1, and contains all Properties previously selected to be added to this Collection.

4. The **Update** button, Arrow 4, enables editing of previously selected requirements within that Property. The **Delete** button enables you to delete a specific Property from the Collection.

5. The **Duplicate Collection 1** button, Arrow 5, enables you to duplicate that particular Collection.

6. The **Delete Collection 1** button, Arrow 6, enables you to delete an entire Collection.

Step 6

Click on the **Find Qualified Eligibles** button.
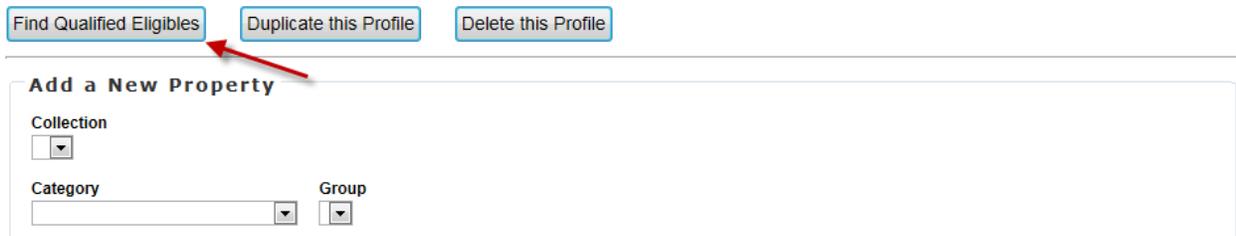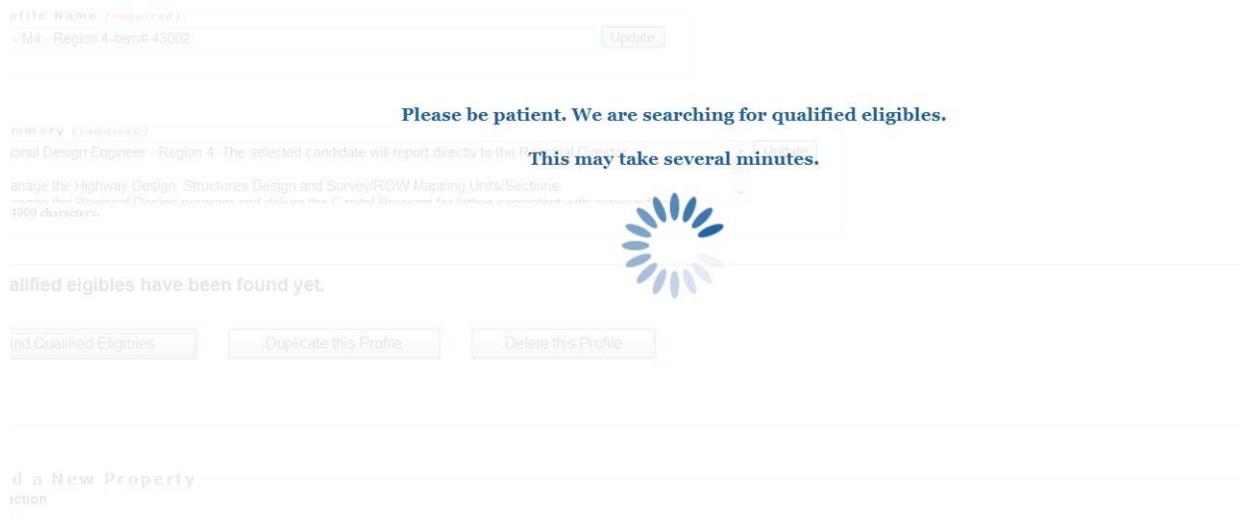

While you are waiting for the system to process your requested inputs, this message will appear:

After the SCS reviews the eligible list candidates' backgrounds against the Profile, the following information will appear:

To add additional Properties to the existing Collection, repeat Steps 1 - 6 above.

As you add additional Properties that incorporate different Categories, the drop-down menu options change as follows:

- Category 1 (Legal Coursework): you must choose a Category, Group, Item and Item Count. Here the **Item Count** is the number of courses under the Item the agency requires a candidate to have.

- Category 2 (Legal Experience) and Category 3 (General Experience): you must choose a Category, Group, Item, Sub Item and Level. Here, the **Sub Item** reflects experience which the candidate has gained in **Time in Government Sector Only** or **Time in Government and-or Private Sector**. For the purpose of this examination, a government entity is one that is established by law, statute or regulation. Additionally, the Level reflects the required duration of experience the candidate must possess in the experience selected.

- Category 4 (Coursework Concentration): you must choose a Category, Group, Item and Level. Here the **Level** reflects the number of credit hours successfully completed which an agency determines to be relevant.

- Category 5 (Legal Tasks): you must choose a Category, Group, Item and Level. Here the **Level** reflects the amount of proficiency a candidate possesses.

- Category 6 (Licenses and Certifications): you must choose a Category, Group, Item and Level. Here the **Level** reflects whether the candidate's **License/Certification has expired or lapsed** or if the candidate is **Currently Licensed/Certified**.

Step 7

If you are satisfied with the number of qualified eligible candidates captured with your Profile, prior to submitting the final CERT, an Information CERT **must** be created to verify the numbers of candidates that will be on the final CERT. Candidate numbers in ELMS may vary from those in the SCS because of geographic location, eligibility dates, or other candidate eligibility issues. For example, a candidate who will not be eligible for appointment within the 90-day life of the requested CERT will not appear on that CERT, however they would still be in the SCS.

If you are satisfied with the number of qualified eligibles on the information CERT, you can request a final CERT. **This will lock the Profile selected for the position number you are seeking to fill for one year.**

Part B. Updating the Experience Level for an Item within a Single Property:

To update the existing experience level of a single Item, select the level of experience required for the position from the **LEVEL** drop-down menu and then click on the **Update** button. If you have multiple Items within a Category, each Item must be changed separately.

			Collection 1			Duplicate Collection 1	Delete Collection 1
CATEGORY	**GROUP**	**ITEM**	**SUB ITEM**	**LEVEL**	**ITEM COUNT**	**ACTION**	
Legal Tasks 5.1.12	Legal Tasks	Settlement Negotiations		Intermediate ▾ / Novice / Intermediate / Proficient	▾	Update Delete	

Part C. Deleting a Property within a Collection:

To delete a Property within a Collection, click on the **Delete** button. To delete multiple Properties within a Collection, each Property must be deleted separately.

			Collection 1			Duplicate Collection 1	Delete Collection 1
CATEGORY	**GROUP**	**ITEM**	**SUB ITEM**	**LEVEL**	**ITEM COUNT**	**ACTION**	
Coursework Concentration 4.1.7	Coursework Concentration	Social Studies		12 to 23 credit hours ▾	▾	Update Delete	

Part D. Deleting an Entire Collection:

To delete an entire Collection, click on the **Delete Collection** button located in the upper right-hand corner of the Collection you want to delete. You will note that the **Delete Collection** button is numbered, e.g. **Delete Collection 1**.

			Collection 1			Duplicate Collection 1	Delete Collection 1
CATEGORY	**GROUP**	**ITEM**	**SUB ITEM**	**LEVEL**	**ITEM COUNT**	**ACTION**	
Legal Coursework 1.1.6	Legal Coursework	Trial Practice		▾	3 ▾	Update Delete	
Legal Experience 2.1.1.1	Environment	Environmental Conservation Law	Time in Government Sector Only	3 years or more ▾	▾	Update Delete	
Legal Experience 2.1.7.1	Environment	Enforcement of Environmental Issues	Time in Government Sector Only	1 year to less than 3 years ▾	▾	Update Delete	
Legal Tasks 5.1.8	Legal Tasks	Motion Practice		Novice ▾	▾	Update Delete	

A confirmation message will appear at the top of the screen:

Are you sure you want to delete Collection Number 1?

[Yes]   [No]

If you are sure you want to delete the Collection, click on the **Yes** button.

Part E. Editing an Existing Profile:

Select **PROFILES** from the Selective Certification menu bar to view a list of previously created Profiles and the position numbers associated with them.

Use the Filter drop-down boxes to narrow a title search. The Title drop-down box enables filtering the list by the position's title and title code. The Status drop-down box, enables further filtering of the list by the Profile's status, i.e., whether it is active or pending.

Selective Certification – Associate Attorney – **Profiles**

| HOME | PROFILES | CREATE A NEW PROFILE | POSITIONS | INVENTORY | GUIDE | USERS |

Filter

Title [All ▼] Status [All ▼] [Filter]

		Profiles					
	NAME	**PROFILE NAME**	**TITLE CODE**	**TITLE**	**STATUS**	**LISTS**	**POSITIONS/ITEMS**
Edit	110118	Assoc Atty Region 1 - 03310	6501400	Assoc Attorney	Pending	37203	00036636 - 03310
Edit	110119	Assoc Atty Region 1 - 93913	6501400	Assoc Attorney	Pending	37203	00036638 - 93913

Profiles that show an **Edit** button are pending and are not yet locked, meaning a final CERT has not been created. You can review the Profile criteria and make changes or deletions.

Profiles that show a **View** button are in active status and are locked, meaning that a final CERT has been created. You will be able to view the Profile information only.

Once you have selected the Profile you want to edit, click on the **Edit** button and refer to the section on **Adding and Deleting Properties**.

Collections:

Part A. The 'AND' Factor

In general, adding more than one Property to a Collection reduces the number of qualifying eligibles on a Profile because candidates must have both the first Property listed **AND** any additional Properties contained in the Collection.

Example 1: The position to be filled requires a candidate to have *"Licenses and Certifications, Admission to Other State Bar, Currently Licensed/Certified"*.

This Profile now has one Collection with one Property. After adding this Property and clicking on **Find Qualified Eligibles**, you will find that there are **32 qualified eligibles statewide**.

NOTE: This is an example only, as title codes are linked to the specific examination within the SCS, the results will vary depending on the position for which you are creating a Profile.

| 32 qualified eligibles statewide | Find Qualified Eligibles | Duplicate this Profile | Delete this Profile |
| To see the final count, create an Information Cert in ELMS. | | | |

Add a New Property

Collection
[▾]

Category   Group
[▾]   [▾]

Item   Level
[▾]   [▾]

[Add] [Clear]

			Collection 1			Duplicate Collection 1	Delete Collection 1

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified [▾]	[▾]	Update Delete

Adding a second Property to Collection 1 requires a qualifying candidate to have both the *"Licenses and Certifications, Admission to Other State Bar, Currently Licensed/Certified" AND* whatever is chosen as the new Property.

For this example, the new Property we will add is "*Legal Coursework, Administrative Law, two courses*". After adding the new Property, click on **Find Qualified Eligibles**.

Notice that the candidate pool has been reduced to 13 qualified eligible candidates. The smaller candidate pool is the result of only 13 eligibles having "*Licenses and Certifications*, *Admission to Other State Bar, Currently Licensed/Certified*" **AND** "*Legal Coursework, Administrative Law, two courses*".

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Legal Coursework 1.1.7	Legal Coursework	Administrative Law			2	Update Delete
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified		Update Delete

Example 2: Adding a different Property to the already required "*Licenses and Certifications*, *Admission to Other State Bar, Currently Licensed/Certified*" instead of "*Legal Coursework, Administrative Law, two courses*"

NOTE: *If you are following this example in the SCS, you will have to Delete the Legal Coursework Property before you proceed.*

Begin with just the "*Licenses and Certifications*, *Admission to Other State Bar, Currently Licensed/Certified*", which we already know gave us 32 qualified eligibles.

32 qualified eligibles statewide
To see the final count, create an Information Cert in ELMS.

Find Qualified Eligibles   Duplicate this Profile   Delete this Profile

Add a New Property

Collection

Category   Group

Item   Level

Add   Clear

| | | | Collection 1 | | | Duplicate Collection 1 | Delete Collection 1 |

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified		Update Delete

Now add "*Legal Tasks, Discovery/Depositions, with an Intermediate proficiency level*" to the already existing and required Property of this Profile*, "Licenses and Certifications, Admission to Other State Bar, Currently Licensed/Certified".* After adding this new Property and clicking on **Find Qualified Eligibles**, notice that the candidate pool went from 32 qualified eligibles to 22.

22 qualified eligibles statewide
To see the final count, create an Information Cert in ELMS.

Find Qualified Eligibles   Duplicate this Profile   Delete this Profile

Add a New Property

Collection

Category   Group

Item   Level

Add   Clear

| | | | Collection 1 | | | Duplicate Collection 1 | Delete Collection 1 |

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Legal Tasks 5.1.6	Legal Tasks	Discovery/Depositions		Intermediate		Update Delete
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified		Update Delete

Example 3: Adding all three Properties in one Collection

Add all three Properties in one Collection using the process described above. Click on **Find Qualified Eligibles.** Now there are only **9 qualified eligibles statewide**. These 9 qualified eligibles have "*Licenses and Certifications, Admission to Other State Bar, Currently Licensed/Certified*" **AND** "*Legal Tasks, Discovery/Depositions, with an Intermediate proficiency level*" **AND** "*Legal Coursework, Administrative Law, two courses*".

The addition of different factors can significantly limit the number of qualified eligible candidates meeting the specific Profile requirements. To address this issue, within the SCS multiple Collections can be used within a single Profile to capture as many qualifying eligibles as possible. Multiple Collections are considered the '**OR'** factor, described in Part B of this Section.

Part B. The 'OR' Factor- Multiple Collections

By reviewing the examples in Part A, it is clear that adding additional Properties to the same Collection changes the resulting quantity of qualified eligibles.

Multiple Collections alleviate the reduction of candidate numbers by allowing the use of the '**OR'** factor. As illustrated in Part A, every Property added to an existing Collection is considered an '**AND'** factor as eligibles must meet all the requirements of the

Collection to be considered qualified eligible candidates. The **'OR'** factor allows the eligible candidates to meet any one of the multiple Collections created in the Profile.

Example 4: Using the 'OR' Factor
NOTE: *If you are continuing from Example 3, you will have to Delete the Legal Coursework and Legal Tasks Properties before you proceed.*

Using the Properties created in the examples shown in Part A, an Agency is filling an Associate Attorney position which requires "*Legal Tasks, Discovery/Depositions, with an Intermediate proficiency level"* and they would like a qualified candidate to have "*Legal Coursework, Administrative Law, two courses",* but the agency would also like the candidate to have "*Licenses and Certifications, Admission to Other State Bar, Currently Licensed/Certified".*

Referring to Example 3 in Part A, combining those elements into one Collection will only yield a result of 9 eligibles, which may not be an adequate number of candidates. However, if the Agency found candidates to be qualified by having either "*Legal Tasks, Discovery/Depositions, with an Intermediate proficiency level"* **OR** "*Legal Coursework, Administrative Law, two courses",* while requiring prospective eligibles to have "*Licenses and Certifications, Admission to Other State Bar, Currently Licensed/Certified",* the candidate count would change drastically. This can be accomplished by using multiple Collections as each Collection within a Profile are viewed as independent by the system.

Step 1: Duplicating the Collection

Beginning with Collection 1, which contains the Property "*Licenses and Certifications, Admission to Other State Bar, Currently Licensed/Certified"*, click on **Find Qualified Eligibles.** Notice that the qualified eligible count is 32.

Click on **Duplicate Collection 1** and the following appears:

Once the Collection is duplicated, you will notice that the eligible count remains at 32 prior to clicking on **Find Qualified Eligibles**. This is because the Collections are a reproduction of what already existed. Different Collections are viewed as being independent, meaning that the same experience cannot be in both Collections. If you now try to click on **Find Qualified Eligibles** the following error will appear:

An error was found in your submission.

- Collection 1 is identical to Collection 2.
Collections must be unique.

Add a New Property

Collection

Step 2: Differentiate between the Collections

To differentiate between the Collections, we will add another Property, (*Legal Tasks, Discovery/Depositions with Intermediate proficiency)* to Collection 2 as can be seen in the following screen:

Notice that we indicated Collection 2. After entering the information, click on the **ADD** button. (see below).

Add a New Property

Collection
2 ▾   You are required to define a collection you want to add information to

Category
5 - Legal Tasks ▾

Group
1 - Legal Tasks ▾

Item
6 - Discovery/Depositions ▾

Level
2 - Intermediate ▾

Add   Clear

		Collection 1			Duplicate Collection 1	Delete Collection 1

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▾	▾	Update Delete

		Collection 2			Duplicate Collection 2	Delete Collection 2

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▾	▾	Update Delete

No qualified eligibles have been found yet.

Find Qualified Eligibles   Duplicate this Profile   Delete this Profile

Add a New Property

Collection
2 ▾

Category
5 - Legal Tasks ▾

Group
1 - Legal Tasks ▾

Item
[   ] ▾

Level
▾

Add   Clear

		Collection 1			Duplicate Collection 1	Delete Collection 1

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▾	▾	Update Delete

		Collection 2			Duplicate Collection 2	Delete Collection 2

CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Legal Tasks 5.1.6	Legal Tasks	Discovery/Depositions		Intermediate ▾	▾	Update Delete
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▾	▾	Update Delete

There are no qualified eligibles yet because a new Property was added to Collection 2 that did not previously exist in either Collection.

Step 3:   Click on Find Qualified Eligibles

Collection 1					Duplicate Collection 1	Delete Collection 1
CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▼	▼	Update Delete

Collection 2					Duplicate Collection 2	Delete Collection 2
CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Legal Tasks 5.1.6	Legal Tasks	Discovery/Depositions		Intermediate ▼	▼	Update Delete
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▼	▼	Update Delete

Notice that there are still 32 qualified eligibles. The SCS looks at both Collections independently and provides the largest pool of qualified eligibles available from the selections made.

As described in Part A, just adding the Property "*Licenses and Certifications*, *Admission to Other State Bar, Currently Licensed/Certified"* to the Collection resulted in 32 qualified eligibles and then when we added the Property "*Legal Tasks, Discovery/Depositions, with an Intermediate proficiency level",* the count fell to 22 qualified eligibles. The SCS looked at Collection 1 which would have resulted in 32 eligibles and Collection 2 which would have resulted in 22 eligibles and provided the larger pool of eligibles (32).

To further illustrate the flexibility of using the 'OR' Factor, the next example adds another Property to Collection 1.

Example 5:

For this example, we will use the Property "*Legal Coursework, Administrative Law, two courses"* again and add this Property to Collection 1.

No qualified eligibles have been found yet.

Find Qualified Eligibles   Duplicate this Profile   Delete this Profile

Add a New Property

Collection
1 ▼

Category   Group
1 - Legal Coursework ▼   1 - Legal Coursework ▼

Item   Level
▼   ▼

Add   Clear

Collection 1					Duplicate Collection 1	Delete Collection 1
CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Legal Coursework 1.1.7	Legal Coursework	Administrative Law		▼	2 ▼	Update Delete
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▼	▼	Update Delete

Collection 2					Duplicate Collection 2	Delete Collection 2
CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Legal Tasks 5.1.6	Legal Tasks	Discovery/Depositions		Intermediate ▼	▼	Update Delete
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▼	▼	Update Delete

Add a New Property

Collection
[▼]

Category　　　　Group
[▼]　　[▼]

Item　　　　　　Level
[▼]　　[▼]

[Add] [Clear]

			Collection 1			[Duplicate Collection 1] [Delete Collection 1]
CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Legal Coursework 1.1.7	Legal Coursework	Administrative Law		[▼]	2 ▼	[Update] [Delete]
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▼	[▼]	[Update] [Delete]

			Collection 2			[Duplicate Collection 2] [Delete Collection 2]
CATEGORY	GROUP	ITEM	SUB ITEM	LEVEL	ITEM COUNT	ACTION
Legal Tasks 5.1.6	Legal Tasks	Discovery/Depositions		Intermediate ▼	[▼]	[Update] [Delete]
Licenses and Certifications 6.1.16	Licenses and Certifications	Admission to Other State Bar		Currently Licensed/Certified ▼	[▼]	[Update] [Delete]

Now we have 26 qualified eligibles statewide because the results of Collection 1 are added to those of Collection 2 **without duplication**. Once a qualified eligible is found to meet the requirements of a Collection, the SCS will not look for that eligible in the next Collection to ensure that each candidate is only counted once.
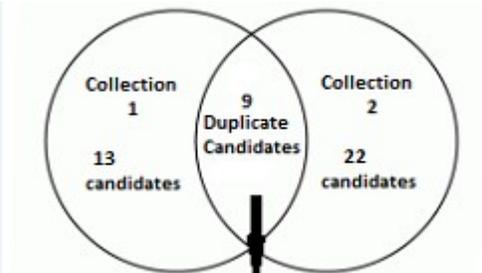
[Collection 1 (13 eligibles) + Collection 2 (22 eligibles)] – Duplicate eligibles (9 eligibles) = 26 eligibles

Deleting a Profile

To delete a Profile, click on the **Delete this Profile** button.

You will then be asked if you are sure that you want to delete the selected Profile. Click on **Yes** if you are sure and **No** if you do not want to delete the Profile.

Selective Certification Procedures with ELMS

To create an Information CERT and to see the actual number of eligibles that will show on the CERT:

- Open ELMS. Go to the CERT menu then click on Request New CERT or Decentralized List.

- Request an Information CERT in the normal fashion, selecting the agency, title code, CERT type, Profile number, position details, etc.

- Select Create CERT.

The following screenshot is an example of the Information CERT which will show the actual number of eligibles who meet the Profile and position criteria (see below):

- If the number of eligibles is sufficient and you are ready to produce the final CERT, return to the CERT Request Screen and change the CERT type from Information to **Canvass Agency**.

IMPORTANT: Once you request a final CERT and a certified eligible list is produced, the position number will be locked to the Profile for one year.

- Click the **Create CERT** button. Your certified eligible list is produced and the position number is locked to the Profile for one year.

NOTE: Other factors such as eligibility dates may change the number of eligibles that appear on the Certification.

TROUBLESHOOTING:

- For all issues, if data has been entered incorrectly, you will see a message below the **Summary** at the top of the screen, in red text, explaining what data was not accepted and what is required to move forward.

Possible messages after entering the position number:
- If a position number is already locked to another Profile, a message will appear stating the Profile number and date the position was locked or in pending status. Select the **Profiles** page and review the existing Profiles/position numbers that already exist.
- If you select a Profile that was created for another position number, a message will ask if you would like to add the position number to that existing Profile.

If you select the button "Find Qualified Eligibles" and no qualified eligibles appear:
- There are no eligibles who meet the requirements of all the selected Properties. You may choose to edit your Collection.
- If you edit a Collection for any reason, you must also change the Selective Certification Profile Form and the online required Summary to reflect those changes.

SELECTIVE CERTIFICATION BUSINESS RULES:

1.   Each Profile must contain at least one (1) but no more than thirty (30) Properties. A Profile may contain an unlimited number of Collections. Agencies must clearly link the Property or Properties generated from the selections within the Inventory to the narrative provided in the Summary.

2.   Agencies are required to post internally the Selective Certification Profile Form which includes the Profile language used to create the Selective CERT. This information must also be available upon request.

3.   Agencies must **RETAIN** the required copy of the Selective Certification Profile Form for **6** years.

4.   Profiles in "Pending" status may be changed at the discretion of the Agency, however, once the Profile is locked, modifications to the Profile will need to be resolved with the Staffing Representative serving as the selective certification administrator.

5.   Each time selective certification is used to fill a position, the profile used for the selective certification remains active for that position for a one (1) year period, and is considered locked. If the position vacates during that year, the Agency is required to run a new CERT using the existing Profile to fill that position for the remainder of the year unless the duties of the position significantly change or the position's organizational and/or geographic locations changed**.** In the event of such change(s), the Agency is required to submit justification for the Profile to be unlocked for the creation of a new Profile through the SCS or use of the general list.

6.   In cases where a CERT is exhausted, agencies must contact the Staffing Services Representative serving as the selective certification administrator. Agencies may be allowed to revise the existing Profile by REDUCING the number of Properties and/or Levels selected for a Profile only; adding new Properties **will not be allowed**. If the CERT is still exhausted, the agency will be required to canvass the general list. No provisional appointments will be allowed in the face of an existing eligible list, including the general list.

7.   A scanned copy of all documentation used for creation of a Selective Certification in ELMS must be sent directly to the responsible Staffing Services Representative immediately after a CERT has been created and prior to an offer of appointment.

8.   After a selective certification has been created and the interviews completed, if the agency finds an eligible on the CERT does not meet the Profile requirements, the following steps are followed:

- The agency contacts the selective certification administrator at Civil Service, and provides the interview material, eligible responses and Profile details.
- Civil Service will verify the eligible was appropriately included on the CERT based on his/her submitted questionnaire responses.
- Civil Service will then send a letter to the eligible requesting justification of how he/she meets the Profile requirements. The eligible has 10 business days to respond to Civil Service.
- During this review, the agency may code the eligible as non-select (NS); agencies may not "skip" the eligible to reach a lower score.
- If the eligible can justify how he/she meets the Profile requirements, he/she may remain NS for that CERT.
- If the eligible cannot justify how he/she meets the Profile requirements, Civil Service will adjust his/her inventory responses for those items in question.
- Civil Service will notify the agency of the outcome of the investigation and how to proceed with the CERT.

GLOSSARY OF TERMS:

Category - classification of specific Groups the agency has determined as having the most important Items required to create a Profile for a position.

Certification (CERT) – is a subset of the general eligible list created by using the selective certification process. A final CERT is considered an eligible list for the purposes of appointment.

Collection - consists of a Property or set of Properties chosen for a specific Profile. There can be more than one Collection within a Profile. Eligibles must meet all criteria within a Collection to appear on the selective CERT.

Edit button - allows an agency to review the Profile criteria and make changes or deletions prior to creation of a selective CERT.

Group - a set of Items within a Category. A Group is the general program, function, or other area that may be required for a specific position as determined by the agency.

Information CERT - comprised of preliminary information concerning the number of eligible candidates who meet the education and experience required to fill a select position.

Item - a subsidiary of a Group. Items can include such things as responsibilities, educational requirements, coursework, certifications, licensure requirements, etc., and are related to the Group in which it is found.

Level - is the amount or type of qualifying experience, education achieved, or other factor selected with regards to most Items or Sub-Items required for a specific position.

Profile Number – a unique number automatically assigned to each Profile, which is used in ELMS to request a CERT.

Property or Properties - refers to the selected Category, Group, Item and Level. For some examination series, a Property or Properties will include Sub-Items and/or Tasks.

Selective Certification - the narrowing of the pool of eligible candidates by requiring specialized education and experience particular to the specific position being filled. Only the names of eligibles with a score of 70.0 or higher on the eligible list who meet the specialized requirements for select positions will be provided to agencies for consideration when hiring.

Selective Certification Profile (Profile) – the collective description of the educational and experiential qualifications selected for the duties to be performed that act as the filter.

<u>Selective Certification Profile Form (Form)</u> – the document that contains all elements required for selective certification, such as position information, attestations, Summary and Inventory Items. This document is used to provide the description of the education and experience beyond the minimum qualifications which is needed to fill specific positions. This document is located in the Appendix for the selected examination.

<u>Selective Certification System (SCS)</u> - the Department of Civil Service's system in which Profiles are created by an agency to fill specific positions. It is a companion system to ELMS.

<u>Sub-Items</u> - subsidiaries of an Item. Sub-Items can include factors such as time spent in a specific position performing duties or the type of experience gained.

<u>Summary</u> - the narrative/justification for why the duties of a position require the use of the SCS.

<u>Tasks</u> - the minimum number of Items within a specific Group to allow an eligible to appear on the selective certification.

<u>View Button</u> - allows an agency to see the information of a locked Profile.

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

October 2020