

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

Instructions for Authorizing Selective Certification Requirements

Typing
(Delegated)

1. Coverage

Positions assigned tasks requiring the ability to type at the rate of 40 net words per minute.

2. Procedures

a. Employing Department Preparation and Approval of HRD 235

Appropriate program personnel shall indicate to the employing department's personnel office that the duties and responsibilities assigned to the position require skilled typing.

The employing department's Classification Staff shall review the program's request for selective certification for typing and ensure that the duties assigned to the position required skilled typing

The employing department's Classification Staff will complete a HRD 235 showing that typing work is assigned to and required of the position.

The Departmental Personnel Officer or authorized representative shall certify to these duties, and concurrently, approve the Selective Certification Requirements (SCR) (on behalf of the director of HRD), in the appropriate space on the HRD 235.

b. Reporting

The employing department shall annotate the appropriate position records in HRMS in accordance with established procedures for delegated selective certification (SCD) actions.

The employing department shall send one copy of the approved HRD 235 to HRD/ECCD.

c. Post Audit

If post audit indicates that documents do not contain sufficient justification for the action, the employing department Classification Staff will be notified.

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3. Duration

a. Reallocations Under Delegation Procedures

When a position is reallocated upward or downward for recruitment purposes via HRD-1, the SCR remains in effect and the typing/dictation requirement continues to apply regardless of the current class/level of the position.

b. Other Reallocations/Redescriptions

When a position is redescribed, the SCR is automatically cancelled unless continuation of a selective certification is indicated on the HRD-1; also, include a statement that the duties requiring selective certification continue to exist. (Attach one copy of the existing delegated selective certification to the back of the position description.)

c. Cancellations

The employing department classification staff may cancel an SCR currently in effect at any time:

- 1) If the typing tasks are not described in the official position description, the SCR may be cancelled by submitting a copy of the SCR to be cancelled with the Cancellation Section signed by the Departmental Personnel Officer or an authorized representative, or by submitting a memo which states:

"The Selective Certification Requirement for Position Number _____, (Authorized Class Title), (Authorized Class Code), approved on (date) is cancelled." A copy of the cancelled SCR shall be sent to HRD/ECCD.

- 2) If the typing tasks are described in the official position description for the position, a redescription, deleting those tasks, must be submitted. This redescription automatically cancels the SCR.

4. Employing Department Responsibilities

- a. Existing SCR's shall be reviewed by the employing department prior to filling the position to ensure that the tasks and other circumstances have not changed and still support the requirement for skilled typing.
- b. Existing SCR's shall be applied by the employing department in screening applications for internal employee movements.
- c. The employing department is responsible for informing the Employee Staffing Division, HRD, of approved SCR's by posting the words on the requisition for eligibles.

"Typing SCR approved (date)";

The employing department may not indicate "Typing" and/or "Dictation" on a requisition unless an SCR has been approved.

SELECTIVE CERTIFICATION REQUIREMENT

Typing
(Delegated)

I. Position Identification

Position No. _____ Authorized Class Title _____ Authorized Class Code _____
Dept _____ Division _____ Branch _____

II. Special Requirements

The officially assigned, essential duties of the position require the ability to perform skilled typing at 40 net words per minute.

III. Program Resource

Name _____ Phone No. _____
Official Title _____

IV. Departmental Certification

These duties are currently reflected in, or hereby incorporated into, the official position description of the position.

The special requirements indicated above must be brought to the job upon entry and must be maintained in order to satisfactorily perform the assigned tasks.

Certification of eligibles shall therefore be restricted to those applicants who meet the minimum qualification requirements of the class and possess the ability to type at 40 net words per minute.

The selective certification requirements will remain in effect when the position is reallocated (via HRD-1) downward for recruitment purposes and/or returned to the authorized level.

DATE APPROVED: _____
Signature of the Department Head or
Authorized Representative

VI. Cancellation

This Selective Certification Requirement is cancelled.

DATE: _____
Signature of the Department Head or
Authorized Representative