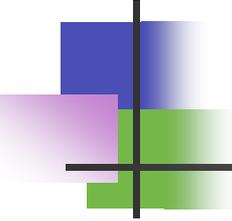


Civil Service On-Line Session

Selective Certifications

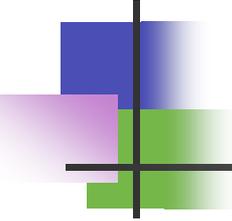
September 27, 2016

Civil Service Unit



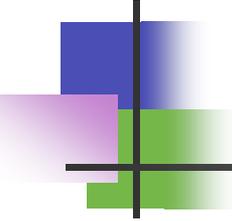
Overview

- What are selective certifications?
- How to request a selective certification.
- What information to provide.
- Why is the information important?



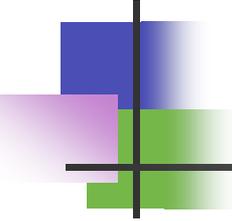
Basis for selective certs

- Personnel Administration Rule .08(6)
 - <http://www.mass.gov/anf/docs/hrd/cs/publications/personneladministratormrulesforonline.doc>
 - EMT
 - Bi-lingual
- MGL Chapter 31, §21
 - <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIV/Chapter31/Section21Gender>
 - Gender



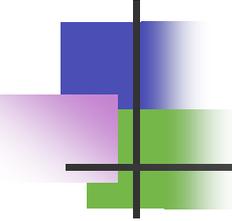
Requesting a selective cert

- On-line requisition provides options to choose
- Must attach the selective questionnaire
 - Ability to add additional information with questionnaire



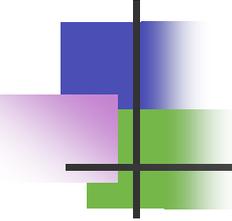
EMT selective Cert

- EMT (Basic, Intermediate, Paramedic).
- 20 EMT's per EMS first response vehicle.
- First response vehicle
 - Defined in MGL Chapter 111C §1.
 - Any aircraft, boat, motor vehicle or any other means of transportation for rapid response of EMS personnel, equipment and supplies



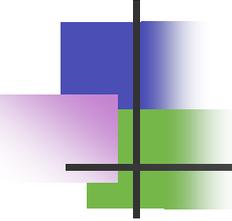
Bi-lingual selective Cert

- AA documents need of position(s) must have fluency in a language to serve public.
- Non-English speaking population
 - Nature and frequency of contact
 - # of emergency responses, arrests, citations, etc.



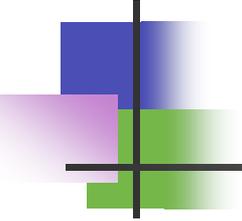
Gender selective Cert

- Reviewed by HRD and MCAD
 - MCAD require information for bona fide occupational qualification (BFOQ)
 - Sworn statement from the Appointing Authority
- Fact-based information - detailed statistical data of types of interaction with population



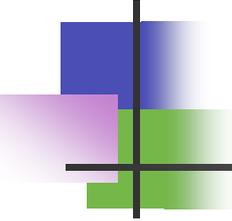
Gender selective Cert

- Three types of information
 - Factual basis for males unable to perform duties
 - AA's operation would be undermined
 - AA unable to accomplish goals by adopting less discriminatory practice



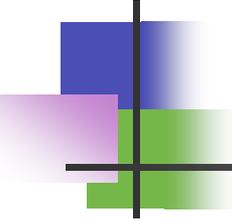
Selective Certification Descriptions & Questionnaires

- Bilingual
- Emergency Medical Technician
- Gender-Based



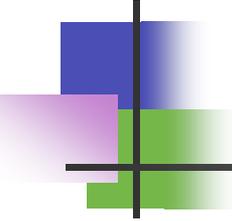
Selective Cert

- Why is data collection/information important?
 - These are additional qualifications and/or limited eligibility of candidates who can perform a job-related duty.
- Goes beyond an Affirmative Action plan.



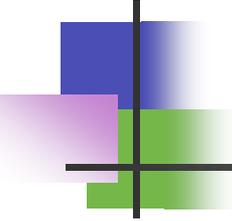
Resources

- Supreme Judicial Court ruling
 - SEAN PUGSLEY vs. BOSTON POLICE DEPARTMENT & others SJC-11740
- CSC cases
 - [Pugsley, Sean v. Boston Police Department and HRD 2/18/16](#)
 - aacivilservice@massmail.state.ma.us



Selective Certifications

Q & A



OHC User On-line Session

- Next On-line Session
October 25, 2016
- Topic:
Closing Out a Certification