CIVIL SERVICE UNIT SELECTION AND BYPASS OF CANDIDATES
Certification/Referral

Massachusetts Automated Civil Service – MaCS

• Actions submitted electronically
  • Entry-level Certification
  • Promotional Examination Requisitions
• Receive and View Certification Referrals Lists
• Report Hires & the Response to Certifications
  • Candidate Failed to Respond, withdrew, bypassed, Failed Medical or PAT twice
• Attach documents to Requisition or Hire panel
Certification/Referral

- Entry-level Appointments – Roster & Open Competitive
- Documentation of Selection Process
- Medical and PAT requirements for new hires
- PAR .03 & PAR .09 Removals need to be approved by HRD
Certification/Referral

• Departmental Promotional Delegation
  • HRD provides eligible list
  • AA generates promotional certification(s) as needed

• Consent Decree Entry-Level does not fall under Certification Delegation
Certification/Referral

- Number of names on Certification
  - Number of vacancies $2(N) + 1$
  - Will not break a tie group
- Signs “Willing to Accept”
  - Removed from consideration
    - Signs “DECLINE”, withdrawals etc.
- Meets By-Pass Criteria
  - Stays in selection ratio
- Municipal Hiring Criteria
  - Background Checks, Interviews, Drug Tests, Medicals, Psychological exams, and PAT
Certification/Referral

Chapter 31, Section 27

- Selection of Person whose name is lower on cert list
- Statement of reasons
  - SELECTION
  - BY-PASS – 5 year guideline
- Include ALL reasons
- Other reasons are not admissible to HRD or Civil Service Commission Hearings
Selection/Bypass Reasons

CONSENT DECREE COMMUNITIES

• Submit bypass reasons for candidates not selected

NON-CONSENT DECREE COMMUNITIES

• Submit reasons for selected candidates ranked lower on the certification and/or bypass reasons for candidates ranked higher on certification
Selection/Bypass Reasons

SELECTION REASONS may address:

- Work experience
- Accomplishments/Skills/Education
- Interview results
- Personal characteristics
- Commitment to type of work
- Volunteer service/Community Involvement
- Directly related work experience in community
- Other positive reasons for selection
Selection/Bypass Reasons

BYPASS REASONS (Non-selection) may address:

- Results of Interview
- Background Information Check - Reference check, job performance, military record, etc.
- Convictions of felony, misdemeanor
- Refusal to complete application or to comply with a request for information
- Charge of felony or Misdemeanor and CWOF
- Departmental incident/record
- Medical incapacity
- Other negative reason that would make candidate unsuitable for position
Medical Examination &
Physical Abilities Test

• A candidate is allowed 1 re-examination if he/she fails the initial examination. Second medical exam for area of failure.

• Failure of the medical examination twice is cause for removal of the candidate’s name from the certification list and rescission of any appointment.

• Candidates must pass the PAT for entry-level appointments. Date of appointment can not precede passing of PAT.

• 1 retest is permitted if failure of PAT after a 16-week preparation period. The retest can occur prior to the end of the 16-week preparation period but a waiver must be signed by the candidate.

• Failure of the PAT twice is cause for the removal of the candidate’s name from the certification list and cause for any appointment to be rescinded.
Removal of Applicants

**PAR.03**
- Most serious
- Proof of actions generally of a criminal nature (i.e. conviction of a felony)
- Candidate for removal given opportunity for a hearing
- Results in removal of candidate’s name from all civil service lists

**PAR.09**
- Less serious
- Appointment would be detrimental to public interest (i.e. conviction of a non-felony, domestic violence, CWOF, etc.).
- Appointing Authority must submit written statement requesting PAR .09 removal and substantiating reasons in detail.
- Results in removal of candidate’s name from eligible cert list for requesting municipality, and notification to candidate.
Questions?