

AGENDA

CIVIL SERVICE AND HOW TO GET APPOINTED

1. EXAMS

PROMOTIONAL:

- . Associate Staff Analysts
- . Administrative Staff Analyst

OPEN COMPETITIVE

- . Associate Staff Analyst
- . Administrative Staff Analyst
- . Administrative Test and Measurement Specialist
- . Administrative Community Relations Specialist
- . Health Services Manager

QIE

2. LISTS:

- . PUBLISH – announce
- . ESTABLISH - create list
- . CERTIFY - send to agencies

3. CERTIFICATION OF LISTS

- . Promotion
- . Open Competitive

4. HIRING POOLS - “calling the list”

- . citywide
- . agency
- . one-in-three rule
- . CNS – Considered Not Selected
- . DEA -- Declined Appointed
- . FTR -- Failure To Report
- . BLN -- Balance Not Reached
- . DP-72 -- Pick up and Transfer
 - Form sent by home agency to pool agency
 - Candidate usually signs the form

5. RESTORATION TO THE LIST:

- . CNS by the agency- does not ‘fall’ of the total list, the only agency
 - Does not need DCAS restoration
 - Can request agency restoration – may restore or not

- . DEA and or FTR must restore to the total list,
Request restoration to DCAS (form in the packet)
No reason is needed- could be right away or any time before the list expires

- . 3 restorations ONLY to the total list:

Do not request restoration immediately after DEA or FTR
It takes weeks for the pool agency to send information to DCAS
Meanwhile, new certs are produced. You should still be on
If wait a while and do not want to be called since you will
DEA or FTR again will 'fall' off the list and not be called at that time
If you DEA or FTR again you can restore the 1 time

- . 2 agencies call hiring pool at the same time:

1 agency will FTR and you will have to explain to DCAS to not remove
you from the list because there were 2 (or 3) hiring pools
at the same time
You will have to show (send) a copy of your 2 (or 3) notices from each
agency AND the form that you appeared at 1 agency.
DCAS should not remove you from the list and/or restore you
immediately without charging you for restoration.

6. SALARIES -ChartS for OSA competitive titles

- . Salary
- . Longevities and Service Increment
10, 15 years of CITY SERVICE – NOT TITLE –

7. PROBATION

- . time
1 year for o/c and promotion
3 months for provisional or temporary
Can be waived for promotion
- . extensions
Can be extended up to six months/must be told 1 month before the end
Have to tell agency with the previous title to extend leave
- . evaluation
Should receive tasks and standards
Receive evaluation every 3 months
And have supervisory conference
- . transfers
Have to start probation over if change agencies