

OPEN-COMPETITIVE EXAM LIST:

The Staff Analyst Exam AND one of the Associate Staff Analyst exams are OPEN COMPETITIVE EXAMS. This means if you pass either exam, you will be placed on an agency's list where there are provisionals in those titles. DCAS can decide (in the beginning) to send the list to ALL those agencies, or only to agencies that request it. Eventually all agencies that have provisionals will be sent the list.

When an agency receives the 'CERTIFICATION' list from DCAS it has to follow the one-in-three rule. The agency cannot look for you on the list and appoint you (out of order) before the other candidates on the list. They do have to appoint one out of every three candidates considered.

Please follow the guidelines listed below:

1. You need to ask your agency if they received the list from DCAS and if they will reach your number, and whether you will be appointed.
2. If you receive a notice from another agency to "come to a pool", you need to tell your agency immediately. If you are a provisional in the title, the agency should give you a "DP-72" to take to the other agency. If you are not serving in the title, the agency may still wish to appoint you.

The "DP-72" is a form which is used by the other agency to appoint you for your agency. They help each other all the time. But your agency has to approve the appointment by giving you the DP-72. You should give this to the personnel at the pool at the other agency when you arrive.

If they reach your number, they will send the DP-72 to DCAS, who will then send it to your agency. This usually takes a month or two. You will then be appointed, usually retroactively.