

September 28, 2009

Follow-up to the September 24 telecom regarding Supervisor Customer Services and Supervisor Distribution Operations vacancies.

1. AUTHORIZATION TO POST VACANT SUPERVISOR POSITIONS:

We have confirmed that areas do not need to request exceptions to post vacant Supervisor Customer Services, and Supervisor Distribution Operations vacancies.

2. POSTING INSTRUCTIONS:

These instructions apply for a one-time only posting.

(1) Area of consideration is District-wide.

(2) Eligibility to Apply: We have clarified the eligibility statement. Use this statement on the postings.

“Eligibility to Apply: Only current career employees occupying SCS or SDO positions, and current career employees who have successfully completed the Associate Supervisor training program, are eligible to apply for this vacancy.”

(3) Process: Make selections following the standard EAS selection process. All applicants must submit their applications via eCareer during the posting period. However, the manager has continued discretion of whether or not he wants to consider applicants (at the same or higher grade level) non-competitively. Only candidates who were found eligible to apply in *eCareer* may be considered, either non-competitively or competitively. The selecting manager (per EL-312 732) may initiate the non-competitive consideration and make a noncompetitive selection of any applicants who have applied via eCareer. If the manager does not opt for non-competitive consideration; all applicants regardless of grade level will be assessed competitively. However, if the manager does opt to consider applicants non-competitively and makes a noncompetitive selection, then the competitive process will stop. Note: The HRSSC will not process a selection for any applicant who did not apply to the posting in *eCareer*.

3. DIRECTED PROMOTIONS (IN LIEU OF POSTING):

In the event a location has only one vacant Supervisor position, and one Associate Supervisor, proceed with placing that employee into that vacancy. However, if the location has multiple Supervisor vacancies or multiple Associate Supervisors, follow the above posting instructions.

4. DIRECTED PROMOTIONS (FOLLOWING POSTING):

Following making your selections, if the district has residual supervisor vacancies, fill them as follows.

(1) Place Associate Supervisors into the vacancies, in order of their training completion date (regardless of the length of time since graduation).

(2) In the event that there is more than one Associate Supervisor with the same training

completion date, apply the standard tie-breaker rule.

“When two or more eligibles within the group have the same final numerical rating, the tie is broken by: Using the last 3 or more numbers of the eligible’s Social Security number, from lowest to highest utilizing only enough numbers to break the tie, but not fewer than 3 numbers.”

5. TIMELINE FOR ALL SELECTIONS AND/OR PLACEMENTS:

- . • All requisitions that have already been submitted to HRSSC, and all requisitions submitted by October 7, will all be posted for the same posting period.
- . • The last date to submit a requisition is October 7th.
- . • The posting period for all the requisitions will be opening October 13, and closing October 28.
- . • All selections from these postings must be made by November 13. (Start making your selections as soon as possible - you should not wait to make your selections.)
- . • All information concerning directed promotions of ASPs into residual EAS-17 Supervisor vacancies should be submitted to HRSSC as soon as possible, but no later than November 27.
- . • December 5th will be the last Form 50 effective date for either a selection or a directed promotion.