

DATE: February 9, 1998

PERSL 1343

TO: Human Resource Directors

FROM: Karen L. Carpenter 
Commissioner

RE: Information Technology Classifications

During the 1997 legislative session, DOER's SkillSearch legislation was amended to allow DOER to conduct multiple pilot projects. As a result of this legislation, the Department of Employee Relations is beginning the implementation of a new "Multi-Source Recruitment/Selection Pilot" which includes all of the following classes:

- EDP Operations Ctl/Shift Supervisor
- EDP Operations Supervisor 1, 2, 3
- Facility Information Center Supervisor
- Hydrologists
- Information Officers
- Information Systems Manager
- Information Systems Software Services Supervisor
- Information Systems Training Supervisor
- Information Technology Specialist 1, 2, 3, 4, 5
- MIS Supervisor 1, 2
- Programmer Analyst Supervisor
- Systems Analysis Unit Supervisor
- Systems Supervisor

The new process utilizes the SkillSearch database as a tool to identify prospective candidates that match position-specific needs. Agencies will be allowed to post an opening, requisition and recruit simultaneously. SkillSearch will remain a required feature of the recruiting process. To search the SkillSearch database, submit selection criteria to our recruiters. They will search the shared database and forward all candidates matching the specified skill and availability requirements. Resumes of candidates expressing interest in your position via postings on the DOER home page, JobKeys or future recruiting vehicles will be immediately forwarded to your agency for consideration. These resumes are to be considered with those you have collected from your individual agency efforts. Agencies are responsible for evaluating all candidates from all sources and reporting the results of hiring decisions to DOER, Staffing Division.

Applicants applying directly to agencies are to complete a "State of Minnesota Application for Employment" at the time of application. If you identify candidates that do not meet your needs, please forward their resumes and applications to DOER, Staffing Division for inclusion in the shared database. Selection results are also added to the shared database affording you and other Human Resource Directors up-to-date data in the recruitment pool. Candidates who are hired will be removed from the database. They will be sent notification that if they wish to be considered for other positions in state government they must submit another application and an updated resume.

Past selection practices have admittedly made it difficult to quickly hire candidates identified as meeting your needs. On occasion, an outstanding candidate has been found, only to lose that person to a competitor while we move him or her through a lengthy examination process. The new pilot process will allow agencies the flexibility to actively utilize the SkillSearch database and additional methods to access and evaluate candidate qualifications.

This new pilot is being established as the "Multi-Source Recruitment/Selection Pilot" and is now in effect. This pilot may be expanded to include additional classes as authorized by the Commissioner of Employee Relations in conjunction with appropriate union representatives. In the next few weeks, we will be sending each agency a SkillSearch Resource Manual which will provide general guidelines on recruitment and selection for the Multi-Source Recruitment/Selection Pilot. If you have questions or concerns regarding these changes, please contact Eric Tomanek at 296-8267 or Cheri Hanson at 296-9493.

attachment: flow chart