

Memo

DATE: March 17, 1998 PERSL 1344

TO: Human Resource Directors

FROM: Karen L. Carpenter
Commissioner

RE: Skill Search Multi-Source Recruitment/Selection Pilot Expansion

The Department of Employee Relations is expanding the Skill Search Multi-Source Recruitment/Selection Pilot (refer to PERSL 1343 dated February 9, 1998) to include the following AFSCME job classes:

- College Laboratory Assistant 1, 2 - Computer Applications
- College Laboratory Assistant 1, 2 - Computer Science
- Data Entry Operator
- Data Processing Coordinator 1, 2
- EDP Help Desk Specialist
- EDP Operations Assistant
- EDP Operations Assistant, Senior
- EDP Operations Technician 1, 2, 3

The Multi-Source Model requires agencies to establish their own certified eligible lists. Although these processes allow more flexible recruitment and selection processes for these classes, agencies must continue to follow Article 12 - "Vacancies, Filling of Positions" of the AFSCME, Council 6 bargaining agreement.

Enclosed you will find a copy of the Multi-Source Recruitment and Selection Guidebook. This resource guide is designed for agency HR staff involved in various activities associated with vacancy filling through the Skill Search Pilots. This guidebook includes all recent changes to the Skill Search processes. Please share the guidebook with appropriate agency staff members. DOER Staffing will provide a number of information sessions on this topic in April, dates and times to be announced. If you have questions or concerns regarding these changes, please contact Eric Tomanek at 296-8267 or Cheri Hanson at 296-9493.