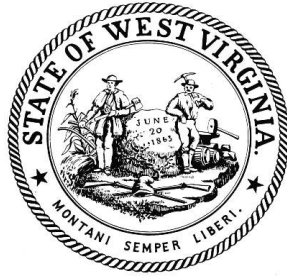


# **State Government Employment for Persons with Disabilities**

**State Merit System Goals  
Examinations and Accommodations  
Selective Placement Program  
Issues and Questions**

**Mike Campbell  
Staffing Services Section  
Division of Personnel  
(304) 558-3950 Ext. 57260**



## **State Merit System Goals**

### **1. Hire the Best.**

**Based all hiring on competition and individual merit.**

### **2. Equal Treatment in Hiring.**

**Allow each applicant equal opportunity to demonstrate job-related ability.**

### **3. Broadest Possible Participation in the Hiring Process.**

**Attract employees who represent the diversity within our communities.**

## Division of Personnel Job Opportunities on the Web.

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### State Government Job Opportunities

- ◆ **All Jobs Open for Application**

- ◆ Download Continuous and Limited-Time Job Posting Lists

- ➔ ◆ Promotion/Transfer/Reinstatement Opportunities for current & former permanent employees

- ◆ **How to Apply - Start Here**
- ◆ Frequently Asked Questions

- ◆ Download Paper Application
  - ◆ **Testing Locations**
  - ◆ Benefits
  - ◆ Veterans' Preference
  - ➔ ◆ Disability
  - ◆ Selective Service Registration
  - ◆ Agencies We Serve
-

# **Examination Procedures**

## **Training and Experience Ratings**

**Score based on: Application Review Only  
(Continuous and Limited-Time Series)**

## **Written Examinations (May include Typing Test)**

**(Continuous and Limited-Time Series)**

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## **Internal Vacancy Postings**

**Agency may hire internally OR from a referral list.  
(Approximately 150 at any given time)**

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## **Division of Personnel Job Counseling Services**

- Team of 5 Counselors (Application Reviewers)**
- Call 558-3950 Ext. 57207 for assistance**

## **Examination Accommodations Arrangements (See Examples)**

**Susie Samples, Personnel Specialist  
558-3950 Ext. 57277**

## **Selective Placement Assistance**

**Mike Campbell, Assistant Director - 558-3950 Ext. 57260**

## **Examination Accommodations Requests**

For some jobs, applicants must take and pass a **written multiple-choice test**. It is important that you notify us prior to the anticipated test date. Testing accommodations are determined and approved on a case-by-case basis.

### **Disability Verification**

As a rule, the Division of Personnel does **not** require applicants to present disability verification from a medical or other qualified authority. However, in those cases in which there may be a question about whether or not the applicant has a disability which requires special testing accommodation, appropriate documentation may be requested. This will most often occur when the disability is hidden or not otherwise apparent.

### **Examples of Testing Accommodations:**

- Assistance in completing the Application.
- Alternate testing location.
- Individual private examination session.
- Increased time allowance; frequent breaks.
- Assistance in test booklet usage and marking answers.
- Alternate marking methods. (Large sheet, marking in test booklet)
- Large print booklets. (Usually enlarged on copy machine)
- Experienced examination readers.
- Sign language interpretation.
- Special equipment or assistive devices.
- Modified, substituted, or waived test items.

### **Selective Placement Program.**

An alternate assessment based on specific position requirements.

## Selective Placement Program for Persons with Severe Disabilities

### What is it ?

The **Selective Placement Program for Persons with Severe Disability**, was developed as a selection procedures accommodation whereby a **position** specific job analysis and professional skills evaluation replaces the regular competitive assessment process.

Under this program, a rehabilitation professional in cooperation with a hiring agency analyzes the essential functions of a vacant position and directly assesses the capability of an applicant with a severe disability for agency consideration and possible appointment.

### What are the basic program requirements?

- 1) A position vacancy exists and has been approved for **posting**.
- 2) The position is to be filled by **external** competitive appointment.
- 3) DRS Employment Specialist/applicant **hiring agency inquiry** and **Job Analysis**.
- 4) DRS Employment Specialist reviews applicant **eligibility, skills** and any necessary **job accommodations**.
- 5) **The applicant meets all stated minimum job class requirements.**
- 6) The DRS Employment Specialist certifies that the applicant: **1)** has a severe disability and, **2)** is fully capable of performing the essential functions of the position. This is reported on a special **Certification Form**.
- 7) Applicant applies online or completes a **DOP Application for Examination form**.
- 8) Agency formally requests referral. (Competitive and/or Selective Placement)  
**This may occur at or anytime after vacancy is posted.**
- 9) Certification Form, Job Analysis, and Application are approved by the **DRS Program Supervisor, Employment Services** and forwarded to the Division of Personnel.
- 10) **Division of Personnel reviews Certification Information and Application Form. The DOP may contact agency to verify position and referral request.**
- 11) **Referral of applicant to agency for appointment consideration.**

As in all hiring situations, the agency appointing authority will make all final appointment decisions.

**West Virginia Division of Personnel**  
**Eligibility Certification of Individuals with Severe Disabilities**  
 (To be completed by a representative of the Division of Rehabilitation Services.)  
 (Questions may be directed to the Test Research Unit (304) 558-3950 ext. 57260.)

Name of Applicant:		SSN:	
Address of Applicant:			
City, State, Zip Code:			
Title of Vacant Position:			
Name of Agency:			
Division / Unit:			
Position Location:			
Agency Contact Person:			
Contact Person's Title:		Phone:	
Job Analysis Completed:	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes ("✓")	Date: <input style="width: 150px;" type="text"/>
General Description of Position:			

**I have reviewed the job requirements and the job location and certify that the above named applicant has a severe disability. I certify that the disability may effect his or her opportunity to compete in the regular selection process, or is likely to result in significant attitudinal or procedural barriers in the regular hiring process. This may include: application, assessment, and/or interview.**

Enter Severe Disability Code:	
<b>I further certify that the above named applicant:</b> (Check "X" all that apply.)	
<input type="checkbox"/>	has the ability to perform the essential duties of the position;
<input type="checkbox"/>	is able to maintain self in a work environment, either independently, or with assistance;
<input type="checkbox"/>	can reasonably be expected to meet the normal standards of job performance of the position

Comments:

<b>DRS Representative:</b>		<b>Signature:</b>
<b>Title:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b>		<b>Date:</b>
<b>(DRS) Approved By:</b>		<b>Signature:</b>

## Selective Placement Program Issues

1. Can Selective Placement be use for **Promotion** qualification? **YES**
2. Can Minimum Job Qualifications be waived? **NO**
3. Can Selective Placement be used for jobs that do not require a written examination? **YES**
4. Can Selective Placement be used if the applicant has passed the test and is not "reachable" on the register? **YES**
5. How should I deal with a hiring manager who does not know about the placement option? **(Advise. Direct interested manager to DOP and/or Web Site.)**
6. Can the agency consider eligibles from the regular register in addition to the selective placement eligible? **YES**
7. Can a Temporary Appointment be used as a job tryout or as a way to interest agency? **YES**
8. How does the way jobs are posted affect selective placement? **(Posted jobs are for internal selection. However, very often the agency will consider external eligibles.)**
9. If a job is posted and the agency already has a referral list, is it too late to assess and process an applicant for selective placement? **NO, if the agency has not made a selection and is interested in considering a Selective Placement eligible.**
10. Is there any way to have a standing list or register for selective placement? **NO**
11. Can Selective Placement evaluations be used to put an applicant directly on the regular competitive job class register? **NO. Selective Placement, by definition, establishes position eligibility.**
12. Does my role in advising agencies on job design and job accommodations affect placement? **YES. Agencies need assistance in understanding all options.**
13. Is Selective Placement "fair" to competitive eligibles who took the regular test? **YES**
14. How should I decide if a client needs test accommodations or Selective Placement? **(Some applicants may pursue both options. See next page.)**



## **Considerations in Choosing the Selective Placement Program Option**

**Is a "severe disability" designation sufficient to justify Selective Placement over accommodations in regular competitive testing? YES**

### **Considerations in choosing the Selective Placement option:**

1. Applicant has a **severe disability** under establish DRS guidelines.
2. Applicant meets the **minimum qualifications** for the position.
3. Applicant has a **visible or easily discerned disability**.
4. Applicant will require some form of **job accommodation**.
5. Applicant has received specialized **rehabilitation training** which closely **matches essential functions** of the position.
6. Applicant's disability is such that he or she may **face discrimination** in employment.
7. **Hiring agency** and position supervisor are genuinely in agreement that the appointment will meet both **productivity and diversity goals**.
8. Hiring agency is fully aware that **all certifiable eligibles may be considered** in addition to any Selective Placement eligibles.
9. The Selective Placement option is not being used as a substitute for a non-merit appointment, such as political or personal favoritism.

**If you have questions please call Mike Campbell, Manager of Staffing Research,  
at (304) 558-3950 Ext. 57260**

## Division of Personnel Web Site:

<http://www.state.wv.us/admin/personnel/>



**State Government Jobs** (<http://www.state.wv.us/admin/personnel/jobs/default.htm>)



**All Jobs Open for Application**



**Disability**



To review current vacancies for possible agency contacts....



**Promotion/Transfer/Reinstatement Opportunities for  
current & former permanent employees**



Scroll down to view open jobs list

**CLICK TITLE TO VIEW JOB DESCRIPTION.**

