

HUMAN RESOURCES MEMORANDUM 08-008		DATE ISSUED: 03/06/2008
SUBJECT: Staff Services Analyst (SSA) Recruitment and Eligibility		REFERENCE: None
TO: Managers, Supervisors and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this Human Resources (HR) Memorandum is to update you regarding SSA recruitment and employment eligibility.

Recruitment

The standard practice for advertising a vacancy is 10-working days up to 60-calendar days. Regardless the number of days a vacancy is advertised the SSA JOB should state "Positions may be filled on a flow basis."

The above statement empowers the Program to conduct interviews on a flow basis vs. waiting until the final file date. If a candidate is selected and is on or indicates they are on the SSA certification list, Program needs to request final eligibility verification. If the candidate is reachable and the name does not appear on the certification list, the name can be written in and a commitment made, but the date of hire must occur after the final filed date.

Interviews may also be coordinated with other units within the Program and/or other Programs to facilitate the timely selection of candidates before the SSA employment list changes due to merging scores on a frequent basis.

JOB Language

All JOBS for SSA vacancies must contain the following sentence: "A copy of your 4-year degree or SSA transfer examination results letter must accompany your application, if you are not currently in the SSA classification."

Certification

The SSA classification has been designated surplus. Therefore, request a certification list when you submit your Request for Personnel Action (RPA). State Restriction of Appointment (SROA) candidates will appear prior to the first rank of the actual employment list but after any reemployment list. SROA and Reemployment candidates count as Rank 1 on the certified list. SROA must be cleared (no one applied, no one interested after interview).

Eligibility

Initial eligibility verification for SSA candidates on the open list is reliable only at the instance (day and time) the Classification and Pay (C&P) Analyst provides the Personnel Liaison (PL) the information. Final eligibility verification for a selected SSA candidate previously verified may not be reachable. Therefore, you are strongly encouraged to interview timely, as suggested above, on a flow basis in order to prevent losing your "top" candidate due to merging scores.

Upon selection, submit a copy of the 4-year degree or SSA transfer examination results letter to your assigned C&P Analyst for verification of receipt of degree and appropriate accreditation.

Questions

For questions regarding this memorandum, please contact your assigned C&P Analyst.

/s/

MARIA J. LOPEZ, Manager
Personnel Operations Section

Cc: Certification Specialists
Classification and Pay Analysts