# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania
## Governor's Office

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| **Subject:** Appointment to Senior Level Positions | **Number:** 515.16 Amended |
| **Date:**<br><br>February 28, 2019 | **By Direction of:**<br><br>Michael Newsome, Secretary of Administration |
| **Contact Agency:**<br>Office of Administration, Office for Human Resources and Management, Talent Management Office, Telephone 717.787.5703 | |

**This directive updates policy, responsibilities, and procedures for processing and obtaining approval for appointments to senior level positions.**

1.  **PURPOSE.** To establish policy, responsibilities, and procedures for appointing individuals to senior level positions.

2.  **SCOPE.** This directive applies to all departments, offices, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction for human resources management.

3.  **OBJECTIVE.** To ensure that all senior level appointments are consistent in the selection process and in the qualifications and character of candidates appointed.

4.  **DEFINITIONS.**

    a.  **Enterprise Position/Personnel Action Request (E-PAR) Form.** An electronic form through which supervisors, managers and Human Resource (HR) professionals may request services from HR, document approval, and facilitate the processing of SAP HR personnel actions. The E-PAR form documents requests for changes to employee, position, or organization records.

    b.  **Hire Form.** The NEOGOV feature used to identify and route a selected candidate through the hiring process.

    c.  **NEOGOV.** The applicant tracking system used by the commonwealth to advertise and accept applications for vacant positions.

**d.    Senior Level Positions.**   All Senior Management Service (SMS) positions as defined in Chapter 10 of *Management Directive 505.7, Personnel Rules*; all professional positions within an agency executive office, including agency heads, deputy secretaries, executive and special assistants, and other direct reports to the agency head; all Governor's Office staff; all professional positions within agency communications, policy, and legislative offices; and all other Non-Civil Service positions that are Pay Scale Group 9 and above.

**e.    Systems, Applications, and Products (SAP).**   The commonwealth's enterprise-wide software package that contains the administrative systems of accounting, purchasing, budgeting, human resources, and payroll.

**5.    POLICY.**

**a.**    The Office of the Governor shall review and approve all appointments, promotions, and transfers to senior level positions.

**b.**    The appointment of an employee to temporarily work out-of-classification or "act" in a senior level position is exempt from the senior level approval process in NEOGOV.  However, prior approval must be received from the Office of the Governor via email before the appointment of an employee to temporarily work out-of-classification or "act" in a senior level position.

**6.    RESPONSIBILITIES**

**a.    HR Delivery Centers, or Agency HR Offices, shall:**

**(1)**    Notify the Office of the Governor via email that a senior level position has or will become vacant.

**(2)**    Establish a recruitment plan for the vacant senior level position.

**(3)**    Conduct appropriate background checks of selected candidates.

**(4)**    Gain necessary approvals for selected candidates.

**b.    Agency Hiring Managers shall:**

**(1)**    Evaluate referred candidates for senior level positions through interviews, reference checks and other appropriate means.

**(2)**    Select candidates for senior level positions, subject to appropriate approvals.

**c.    Office of Administration (OA), Talent Management Office shall:**

**(1)**    Provide a list of qualified candidates to HR Delivery Centers.

**(2)**    Ensure candidates meet the Minimum Experience and Training (MET) requirements for the senior level position.

**(3)** Provide classification and pay approvals for selected candidates.

**d.** **OA, Deputy Secretary for Human Resources and Management shall** review and provide OA approval for all senior level appointments.

**e.** **Office of the Governor shall** review and provide final approval for all senior level appointments.

**7.** **PROCEDURES**

**a.** **HR Delivery Centers, or Agency HR Offices**

**(1)** Notify the Office of the Governor via email that a senior level position has or will become vacant, and includes in the email:

**(a)** An updated position description.

**(b)** The county where the position is located.

**(c)** The pay scale group assignment for the position.

**(d)** The MET requirements for the position.

**(e)** Additional or special education and/or experience requirements for the position.

**(2)** Upon receipt of approval to fill the senior level position, the hiring agency opens and routes a requisition in NEOGOV to begin the job-filling process and gain all necessary internal agency approvals to fill the position.

**(3)** Develops and executes a recruitment plan as needed.

**(4)** Posts the position on NEOGOV, as appropriate.

**(5)** Refers qualified candidates to hiring manager.

**(6)** Requests approval from the Office of the Governor via email to appoint selected candidate. Email should include the following:

**(a)** Selected candidate's resume.

**(b)** Requested starting salary.

**(c)** Any appropriate training certificates or licensures.

**(7)** After receiving approval, submits candidate for hire via NEOGOV.

**b.** **OA, Talent Management Office**

**(1)** Posts the position on NEOGOV, as appropriate.

**(2)** Reviews applications received and refers candidates to agency.

**c.** **Agency Hiring Manager**

**(1)** Conducts interviews of referred candidates.

**(2)** Makes a tentative selection and conducts reference checks as required.

**(3)** Informs the HR Delivery Center, or agency HR Office, of the tentative selection.

**d.** **HR Delivery Center, or Agency HR Office**

**(1)** Completes the NEOGOV Hire Form and attaches a resume for the selected candidate and a copy of the email from the Office of the Governor approving the filling of the senior level position with the selected candidate. The Hire Form must include:

**(a)** Location of the position.

**(b)** Pay scale group.

**(c)** Pay scale level.

**(d)** Bargaining Unit.

**(e)** Biweekly salary.

**(f)** Annual salary.

**(g)** Candidate Recruitment/qualifying method.

**(h)** Results of Senior Level Background Check, as appropriate, completed in accordance with *Management Directive 515.15, Employment-Related Verification and Background Checks*.

**(2)** Routes the Hire Form through the following approval steps:

**(a)** OA, Talent Management Office Administrative Review, to ensure all necessary documentation, attachments, and background check information are included.

**(b)** OA, Director of the Bureau of Organization Management, to ensure the senior level position is properly classified.

**(c)** OA, Chief, Salary Administration, to ensure pay rules are being properly applied and proposed pay is supported.

**(d)** OA, Director, Talent Management Office, to ensure the selected candidate meets all requirements for the senior level position.

      **(e)**    OA, Deputy Secretary for HR and Management, for final OA approval to ensure all aspects of the recruitment and hiring process are met.

      **(f)**    Office of the Governor, for final approval of the selection.

      **(g)**    OA, Talent Management Office to issue a memo to the agency granting approval to offer the position to the selected candidate or to make a conditional offer to the selected candidate subject to completion of a background investigation conducted by the Office of Inspector General (OIG).

  **e.**    **HR Delivery Center**

    **(1)**    Notifies Agency Hiring Manager of authorization to offer the senior level position to the selected candidate or, if applicable, to make a conditional offer subject to the OIG background investigation.

    **(2)**    Completes and routes the appropriate E-PAR to facilitate the hiring of the selected candidate in SAP if the job offer is accepted.

    **(3)**    Completes any necessary E-PARs to remove candidate if the background investigation is unsuccessful.

**This directive replaces, in its entirety, *Management Directive 515.16* dated February 14, 2006.**