

ADVISORY GROUP ON Civil Service and Employee Benefits

PROPOSAL #: AGCS # 40

SUBJECT: Preemployment testing and certification

DATE ADOPTED BY ADVISORY GROUP: November 23, 2009

COMMISSION ACTION: _____ **DATE:** _____

RECOMMENDATION: The Department of State Civil Service should investigate the extent to which national, regional, or state testing or certification programs may be used in lieu of the civil service exam to determine qualifications for classified positions. The department should give due consideration to ACT WorkKeys as well as to any similar testing or certification programs. The department should balance the positive aspects of each program against any increased costs to the state as an employer or to the prospective employee as an applicant. The department should consider whether an applicant who already has a rating or certification from a public or private national, regional, or state entity should be allowed, on an individual basis, to have that certification substitute for the civil service examination.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
The Department of State Civil Service should investigate the extent to which national, regional, or state testing or certification programs may be used in lieu of the civil service exam to determine qualifications for classified positions.	Department of State Civil Service	To provide efficiency in the employment process.	Rule promulgation	Efficiencies	