

 Recruitment and Personnel Selection Procedure	Document Owner:	Angelica Rivera Human Resources
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APPROVAL		
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		Date: <i>6/15/2010</i>
		Date: <i>6/15/2010</i>
		Effective Date: <i>6-16-10</i>

1. Objective

This procedure is issued in order to establish the standards and procedures applicable to recruitment and personnel Selection in the Environmental Quality Board (EQB).

2. Legal Authority

For the execution of this proceeding the following laws and regulations must be complied:

- Act No. 184 of August 3, 2004, as amended, known as the Human Resources Administration Act of the Commonwealth of Puerto Rico.
- Personnel Regulation adopted for the Career Service of the EQB.
- Recruitment and Selection Manual.
- Vertical Mobility Plan of the EQB.
- Circular Letter 1300-16-95 of April 30, 1995 AWithholding of Tax Debts.


3. Applicability

This procedure is applicable to all recruitment and personnel selection process within the career and confidence service of the EQB as well as for transitory and/or by the day.

The Recruitment Section establishes uniform procedures pursuant to the personnel regulation. The purpose of the same is to select the ideal personnel to comply with our agency's mission.

4. Organizational Roles and Responsibilities

- Human Resources Office
- Programmatic Areas

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5. Definitions and Abbreviations

5.1. Definitions

Term	Definition


5.2. Abbreviations

Abbreviation	Term
EPA	Environmental Protection Agency
EQB	Environmental Quality Board
N/A	Not Applicable

6. Procedure Description

6.1. General Procedure

- 6.1.1. The recruitments standards shall be established for each class of position comprised in the classification plan, which tend to attract and retain in public service the human resources available.
- 6.1.2. The Recruitment Division shall disclose the employment opportunities through the most appropriate means of communication in order to attract and retain in public service the most ideal persons, through free competition. The following means of communication shall be used: written press; communications to professional organizations, state, municipal agencies and bulletin boards and web page of the EQB.
- 6.1.3. The publication or advertisements shall be made at least ten (10) working days prior to the deadline for filing the employment application.
- 6.1.4. The Recruitment Unit shall elaborate Job Announcements pursuant to the content of the class specifications. Should substantial changes occur in the requisites established, these shall be stipulated in the recruitment standards.
- 6.1.5. When the announcement prescribes determined periods or dates for the receipt of applications, the following standards will be observed:
 - a. The announcement must be published no less than ten (10) working days prior to the deadline to apply.
 - b. The public notice regarding each test will contain the period of time during which admission applications will be accepted. Applications filed after said term would not be accepted.
 - c. In the event that a sufficient number of applications are not received, the period to receive the applications may be extended by amendments to the

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announcement or its cancellation. In any of these events, public notice will be given of the action taken.

6.2. Filing of Employment Application


- 6.2.1. The employment applications sent by mail by the candidates are received by the Post Office of the Agency and they are delivered to the Human Resources Division. The applications, which are personally delivered, are received, sealed (indicating the date and time of receipt) and registered by the employee designated for this task.
- 6.2.2. The recruitment technician will classify the employment applications by class of position and title.
- 6.2.3. Thereafter, the recruitment technician will examine the information and determine whether it will accept, reject or return it. The recruitment technician must put his initials in the box provided, on the employment application, once the application is rejected, accepted or returned and also indicate the reasons why it was rejected or returned.

6.3. Acceptance of Applications

- 6.3.1. Applications shall be accepted under the following conditions:
 - a. Open Announcement - The recruitment technician will verify that the application has been received on or before the date established for the closure of the announcement. If the application is sent by mail, the post office date stamp will be considered the filing date of the application, regardless of the date on which it is received in the Post Office of the EQB.

6.4. Rejection of the Application

- 6.4.1. Applications shall be rejected when the following occurs:
 - a. Untimely filing - when the application is received after the announcement deadline.
 - b. Not meeting the minimum requirements established of academic preparation and experience.
 - c. Having formal knowledge that the applicants:
 - have incurred in dishonest conduct;
 - have been convicted of a felony or any other crime which implies moral depravation or corruption;
 - have been removed from public service;
 - are addicts to the habitual or excessive use of controlled substances or alcoholic beverages;
 - have realized or purported to realize deceit or fraud in the information submitted in the application.

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6.4.2. When it is known that the candidate is physically or mentally disabled to perform the essential functions of the position and the Americans with Disabilities Act (ADA) cover it; the technician will address the case pursuant to the mentioned Act.

6.4.3. The Recruitment Unit shall prepare the notification to the applicant of the rejection of the application, which must be signed by the Human Resources Director, it will be sent under sealed cover, indicating that it may request reconsideration before the agency within the term of ten (10) days following the date of receipt of the notification and its right to appeal within thirty (30) days counted from the date of notification.

6.5. Returned Applications


6.5.1. The applicant is informed the reasons why the application is returned and it has ten (10) days to once again deliver the application.

6.6. Evaluation of Preparation and Experience


6.6.1. The Recruitment Unit shall evaluate the academic preparation and experience of the applicant in order to accept, reject or return the application. The coefficient instrument to be used will be the Evaluation Base and the Experience Table of ten years. The technician examines the announcement and the evaluation base, thereafter verifies the application for test to determine if it complies with the minimum requirements established in the announcement.

6.6.2. If the requisites are met the corresponding scoring will be granted:

- a. Scoring for minimum requirements: It may be for the academic preparation or experience, or a combination of both. A score of 70.00 will be awarded.
- b. Academic preparation: Studies in institutions authorized by the Council of University Studies in the case of university studies or public institution in all other cases. The academic preparation acquired abroad will be accredited provided an official organism certifies the equivalency of such studies in our system.
- c. Additional preparation: The candidate will be awarded additional points for that preparation for which the evaluation base has provided additional points, provided it has not been considered for the minimum requirement. When the base provides several alternatives to award points for preparation and the applicant in turn has additional preparation in each one of them, the technician must observe that the sum of the different items does not exceed the maximum provided by the base for additional preparation.
- d. Scoring for additional experience: To determine the score to be granted for additional experience, the remaining experience by the types indicated in the Evaluation Base must be classified.

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- e. The experience shall be divided in year and months. There must be verified if there was any period of interruption between the employment experiences so that points are not awarded for periods not worked.
- f. Experience acquired in a regular work shift position of not less than seven and a half hours (7.5) may be credited. The experience acquired in a part-time work shift position will be credited at half the time worked. i.e. Worked 6 months, 3 months will be credited. *(No one will receive more credit corresponding to a regular work shift, unless the work performed is of a different nature.)*
- g. The experience acquired through gratuitous, voluntary or honorific services, will be credited provided a certification issued by an authorized official is presented.
- h. The experience acquired in the interim where a salary differential has been granted pursuant to the Personnel Regulation, will be credited from the start date. If a differential has not been granted, but the employee has the minimum requirements of the position, or the supervisor issues a certification that the employee performs the functions and the exact date on which it did so, the experience will be credited. Thereafter, the real value of the experience will be determined with the Evaluation Table. To credit this score, the applicant must provide a certification from prior jobs (official work document). The certification must indicate the position held by the person, salary, day, month and year in which it commenced work and the duties. If the certification is not obtained it must bring a Job Description.
- i. Score for Training: Points will be awarded for training in materials directly related to the functions of the position. The minimum score granted is .50 up to the maximum of 6 points.
- j. Score for Veteran - Five (5) additional points will be credited to the final test score. If the candidate is the son, widow(er), of a deceased veteran, if it has not re-married and it submits the evidence on the same, the points will be awarded. The candidate will complete the Veteran Preference form, including 214.
- k. Score for Disability - Five (5) points will be awarded if the applicant has a physical disability.
- l. Evaluation Base: In the evaluation base, the experience is divided in types in order to grant additional points on the score obtained by the minimum requirements. There are three types of experience: A, B, C.
 - Type A - That experience which is directly related to the duties of the position.
 - Type B - that experience in related fields where a considerable part of the same may be transferred to the duties of the position.

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- Type C - experience with some degree of relation to the duties of the position and which is useful as background for the position.
- m. Evaluation Table: The technician will apply the table of ten (10) years as provided by the Evaluation Base. The corresponding table will be used for each type of experience (A, B, C).
- n. Handling of the Table: Towards the right ascending horizontally are the years. The number 1 is equivalent to the year in course, the number 2 to the preceding year and so on. In vertically descending form are the months. The Technician locates on the table the year in which the experience will be credited, goes down vertically until reaching the number corresponding to the months of experience that the candidate has that year. The crossing of these two factors, the year in which the experience is had and the months in that year in which the determined type of experience is had will give the gross score corresponding for that particular experience.
- o. Scoring - all the points obtained will be added, .20 will multiply the value obtained. The result of this mathematical operation is equivalent to the score, which for additional experience will correspond to the candidate who's applicable is being evaluated.
- p. Total score - the technician will proceed to add the points obtained for experience and additional preparation, training, minimum requirement and that will be the final score. In cases of veteran preference, disability five (5) additional points will be added to the final score.

6.7. Notification of Score

- 6.7.1. The Recruitment Unit will prepare the notification of the qualification obtained each examinee in the employment application.
- 6.7.2. In the notification of the result the examinee will be notified its right to request review of the application, within 30 days from the date of the notification, if it is in disagreement. It will be informed of its right to appeal within the same period.

6.8. Registry of Eligible

Once the Recruitment Unit scores all the tests it will proceed with the establishment of the registry of eligible pursuant to the following provisions:

- 6.8.1. It will order the applications in descending order according to the score obtained of the class evaluated.
- 6.8.2. In cases of equal scores, the order will be determined to figure in the registries taking into consideration one or more of the following factors:
 - a. date the application was filed
 - b. experience related to the class of position



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- c. general or special academic preparation
- d. index or average in the academic or special studies

**When preparing the registry of eligibles there will be identified within the candidates included, those protected by special laws such as: veteran, disabled and others.*

6.8.3. The establishment of the registry will contain the following information:

- a. Class title
- b. Minimum requirements
- c. General statistical information (requested, rejected, returned, and eligible).
- d. A list with the names and the score in descending order.

6.8.4. It is thereafter submitted to the nominating authority for final approval. Once approved, the list of eligible is filed with the employment applications of the class.

6.8.5. The eligibility of the person who are included in the registries will be eliminated for any of the following causes: that the candidate indicates by letter it does not wish to remain in the roster; not attending an interview without having excused itself; not submitting evidence of the minimum requirements; having been convicted of any crime and not having been rehabilitated; having been removed from public service; death of the eligible party.


6.8.6. The duration of the registries will depend on their usefulness and adequacy to satisfy the needs of the service. The registries may be cancelled under the following circumstances: when the minimum requirements to attract new candidates are changed, when the class of position for which the registry is established is eliminated, when it has been determined that some type of general fraud has existed before or during the administration of the tests.

6.8.7. The eligible will be notified when the registries are canceled.

6.8.8. The appointment of a person to occupy a transitory position will not eliminate its name from the registries of eligible.


6.8.9. Special registries are established by class of position that will contain the names of the person with the right to return, after having been separated from a confidence position or who had the right to return after having been separated from service. The right to return is up to three years. The Certification of Eligible will incorporate the following returns.

6.8.10. The Recruitment Unit will re-enter to the registry the names of the candidates considered, but not selected in the turn corresponding pursuant to its score.

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6.9. Certification

- 6.9.1. The vacant positions in the career service will be covered through the certification and selection of the candidates in the roster of eligible, pursuant to the following provisions.
- 6.9.2. Each Program Director will submit a requisition of the vacant positions for employees pursuant to the procedure established.
- 6.9.3. Certifications will be issued to cover the vacancies in the order the personnel requests are received.
- 6.9.4. The eligible included in each certification will be the first ten (10) who appear in the roster. If less than ten (10), those that are available will be certified.
- 6.9.5. The name of an eligible, which appears in roster for different classes, may be certified simultaneously for vacancies in such classes.
- 6.9.6. The selection of the candidates for appointment will be made in a term of not more than fifteen (15) working days, as of the date of the mailing of the certification of eligible. Said term may be extended by not more than ten (10) additional working days, when extraordinary circumstances exist. However, as of the initial fifteen (15) days, the same candidates may be included in other certifications.
- 6.9.7. When a candidate has been included in more than one certification of eligible for a same class of position and it is selected by more than one work unit, priority will be given for the appointment of the person to the unit which notifies its selection within the term of fifteen (15) working days as of the date of the mailing of the certification of eligible.
- 6.9.8. In those cases in which a selection cannot be made because one or more of the candidates included in the certification does not appear at an interview or are not willing to accept an appointment under the conditions stipulated, candidates may be added to the original certification to complete the total of ten (10) eligible.
- 6.9.9. If any work unit wishes to cover more than one vacant position in the same class, the number of additional eligible to be certified for each additional vacancy will be determined, without said number being more than ten (10) for each additional vacancy.
- 6.9.10. All transfer, promotion or demotion of an employee who has been selected from a certification of eligible or any other personnel transaction, will be processed within the term of thirty (30) natural days after the date of effectiveness of the transaction.
- 6.9.11. When there is no registry of appropriate eligible, the vacant positions may be covered through promotion without opposition of employee, pursuant to paragraph (2) of section 7.1 of the Personnel Regulation.

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6.10. Interview

- 6.10.1. The Recruitment Unit will coordinate with the Program Director the date and time of the interview. It will send the letters to the candidates to interview at least three (3) working days prior to the date established. The letter will indicate the time, date and place of the interview. In turn, the candidate will be required to bring a resume on the day of the interview.
- 6.10.2. Thereafter, a copy of the certification is sent to the Program Director of the vacant position, to the Administrative Affairs Office, the President. The Recruitment Unit keeps the original certification, which it will use on the day of the interview.
- 6.10.3. The Recruitment Technicians will receive the candidates, who will put their initials on the certification next to their name.
- 6.10.4. The Technician will request the resume from the candidate and assign it a number by order of arrival.
- 6.10.5. The candidates are interviewed by order of arrival.
- 6.10.6. The Technician will hold an initial orientation in which it will indicate to the candidates about the selection process, the details of the position for which they are competing, the program to which it is assigned and the salary. The interviews will be carried out by the person in charge of the recruitment designated in each program. During the process, those interviewed will be informed about the functions of the position, the working conditions and all the questions will be asked addressing to identify the better qualified candidate to perform the functions.

6.11. Selection

- 6.11.1. The person in charge of recruitment will submit its recommendation individually on the candidate considered most ideal to perform the functions of the position. The Human Resources Director submits to the nominating authority (president) this recommendation, who finally determines the selection of the candidate.
- 6.11.2. Once the decision is made, the Human Resources Director, completes the items of the certification of eligible on the action taken using the following code:
 - a. A-appointed
 - b. C-considered, but not selected
 - c. D-declined
 - d. NP-not present at interview
- 6.11.3. The recruitment section sends notification to the candidates not selected, indicating that they were considered but not selected and that they will remain in the registry for future interview.




6.11.4. The Certification of Eligible, together with the notification of selection is sent to the Appointments and Changes Section, who will proceed to notify the candidate selected.

6.12. Special Recruitment and Selection Proceeding

The special recruitment and selection proceedings are used when it is impossible to address the needs which arise through the regular proceeding. The special proceedings will adjust to the following standards:

- 6.12.1. The most convenient means of communication will be used to announce the employment opportunities, through public notice and announcement. The announcement will indicate the location of the positions to be covered, the requisites for the class of position and special qualifications. It will also inform that the registry of eligible to be established will be canceled as soon as the vacant positions for which the test is announced are covered.
- 6.12.2. Lists of qualified eligible for each class of position will be established.
- 6.12.3. All candidates must meet the minimum requirements for the position applied for.
- 6.12.4. The selection must be made among the first ten candidates better qualified who are available in the establishment of eligible.
- 6.12.5. The Agency will hold special recruitment and selection proceedings to cover positions in the following circumstances:
 - a. All position created for a fixed term, be if with state or federal funds.
 - b. Regular positions covered transitorily for a fixed term when: the incumbent is on leave without pay, there is an emergency in the rendering of services which will not exceed ninety (90) days and that an appropriate registry does not exist, the prior incumbent has been removed and the case is on appeal before the System's Board of Appeals, the incumbent has been suspended from employment and salary, the incumbent goes on to occupy another position with transitory appointment, for the performance of the functions requires some type of license and the candidate to be appointed has a provisional license and there is no registry of eligible.
 - c. Regular positions which are covered with probationary status subject to the following: to cover positions of unskilled or semi-skilled workers, to cover the other regular positions including itinerant positions if a registry of eligible does not exist.
 - d. The proceedings established in this Section are applicable to all recruitments carried out through special proceedings regardless of the situations, which originate them.

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- 6.12.6. Authorization - The Human Resources Office will determine that it does not have an appropriate registry to cover a regular position and that it cannot establish one within a reasonable time. The transitory appointments made to cover permanent positions because an appropriate registry does not exist and the services to be rendered justify it, will be for a maximum period of twenty-four (24) months. During this period, the registries to cover the position must be established. Also as a last resort and taking into consideration the priorities of the service, an adequate test may be offered to the candidate or candidates available and who qualify to perform the duties of the position.
- 6.12.7. By convenience of the service, employees with regular or probationary status may be promoted or transitorily transferred to hold positions of fixed duration; positions paid for by federal funds and other external resources, and permanent positions which must be covered with a transitory nature. Such employees will maintain the vested rights in the permanent position among them leave without pay and reinstatement to its position.

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7. Tabular Summary of Procedure

Step	Description	Unit in Charge	Expected Product	Time Required
6.1.	Establish the recruitment standards for each class of position comprised in the classification plan	Human Resources Office	Recruitment Standards	10 days
6.1.	Elaborate the Recruitment Announcements	Human Resources Office	Job Announcements	5 days
6.1.	Reveal the Announcements on the Board's web page	Human Resources Office	Include in the web page	1 day
6.1.	Reveal the job opportunities through the most appropriate means of communication	Human Resources Office	Public Notices	5 days
6.2.	Filing of Employment Application	General Public	Employment Applications	As specified in the announcement
6.3.	Acceptance of applications	Human Resources Office	Applications Registry	Continuous
6.4.	Rejection of application	Human Resources Office	Elimination of Candidates	5 days
6.6.	Evaluation of Preparation and Experience	Human Resources Office	Applications Evaluated	10 days
6.7.	Notification of Score	Human Resources Office	Applications Registry	5 days
6.8.	Establishment of Registry of Eligible	Human Resources Office	Registry of Eligibles	5 days
6.9.	Request of Certification of Eligible to cover position	Program Directors	Communication (Letter or Memo)	1 day
6.9.	Issue the Certification of Eligible	Human Resources Office	Certification of Eligible	2 days
6.10.	Appointment for job interview	Human Resources Office	Letters or telephone calls	1 day



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8. Forms and Reports

8.1 Evaluation Form



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División de Recursos Humanos

CLASE A EVALUAR

NOMBRE

Requisitos mínimos:

Experiencia adicional: _____

	AÑO	MESES	PUNTUACION / ACCION
1)	2007		
2)	2006		
3)	2005		
4)	2004		
5)	2003		
6)	2002		
7)	2001		
8)	2000		
9)	1999		
10)	1998		
11)			
12)			
			x .20 =

Preparación Académica Adicional:

Preferencia de Veterano:

Nota Final: _____

Fecha

Técnico



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9. Document Revision Table

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