

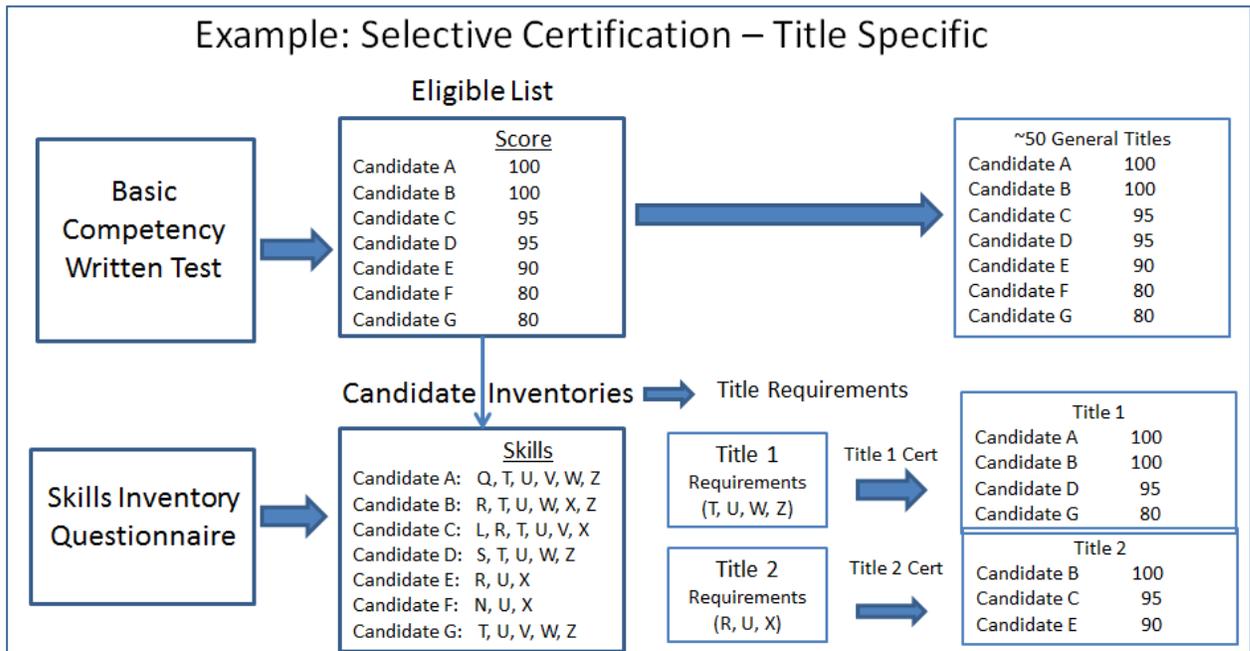
## Selective Certification

For each of the examples below, the State’s goal is to optimize the use of test materials and deliver exams to large populations of candidates while identifying the most qualified candidates for a title or position. There are three types of “Selective Certification” outlined below.

### 1. **Title Specific** = Based on Test Score + Title Filter (Professional Careers Opportunities (PCO))

There are many titles in the State for which the only minimum requirement is a bachelor’s degree. In contrast, for other titles, there are additional qualifications such as a specific academic major; credits in certain topics; or some type of limited experience. There are tens of thousands of individuals who might apply for such titles and the State needs a way to rank candidates. Currently this need is met as follows, using the PCO exam, as an exemplar:

- All candidates must have a bachelor’s degree<sup>1</sup>. All candidates take and are scored on a written test which evaluates basic competency areas. All those with bachelor’s degrees who pass the written test are ranked on a “general” list according to their written test scores. These candidates are eligible for those titles that require only a bachelor’s degree.
- Candidates are also invited to complete a questionnaire designed to cull out those on the general list who meet specific education or experience criteria. Candidates who meet the additional qualifications (education and/or experience) are included on the lists for the other titles and are ranked based on their score on the written test.
- Scores do not change but rather are static, title-specific lists are generated along with the general list.

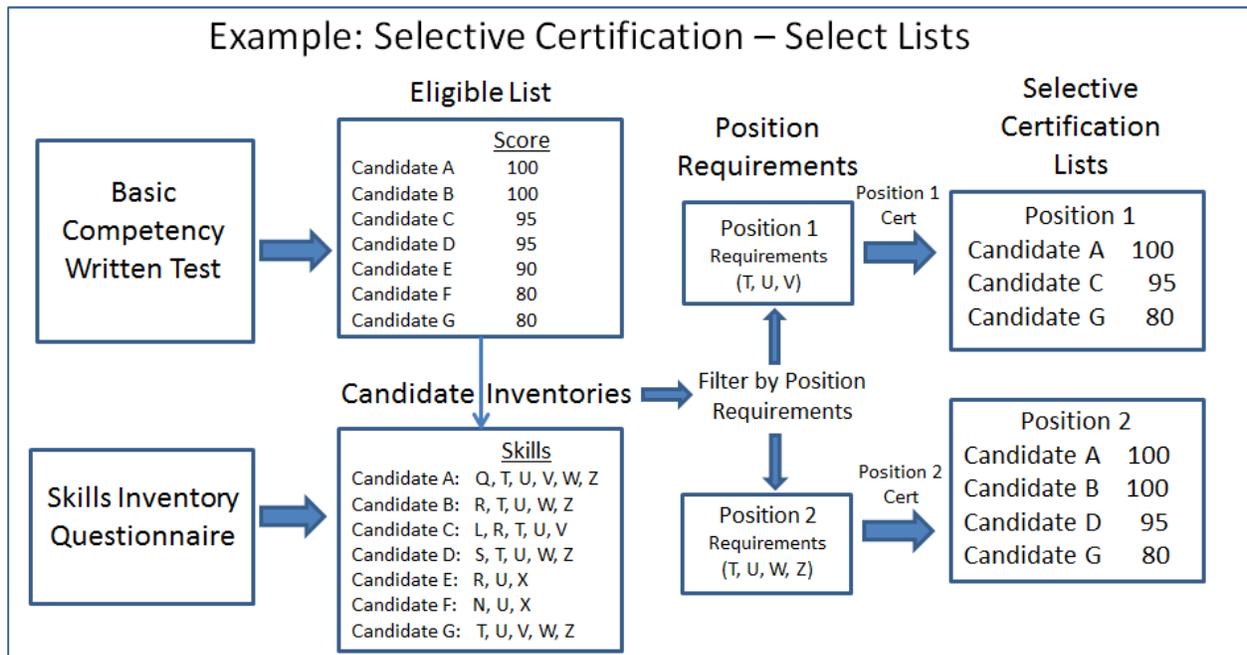


### 2. **Select Lists** = Based on Test Score + Position Filter (Upper Level IT & Associate Attorney)

<sup>1</sup> Or will be graduating with a bachelor’s degree within the next few months.

There are a number of titles in the State for which a basic set of knowledge, skills and abilities is required to meet the minimal qualifications of that title. However, each agency might require specific education, experience or skills (i.e. Attorneys with Real Estate experience vs. Attorneys with Labor Relations experience; or an IT programmer with .net skills vs. a programmer with PeopleSoft skills). Currently this need is met as follows:

- All candidates are scored on a written test which evaluates competency related to the titles. All candidates who meet the minimum qualifications and pass the written test are ranked on a “general” list according to their written test scores. These candidates are eligible for positions that require no specific additional expertise.
- Candidates are also invited to complete a questionnaire designed to cull out those who meet specific education, experience or skill criteria – as later defined by the agency hiring for a specific position.
- Agencies identify education, experience and skills (collectively known as a profile) which are required for the specific position for which they are hiring. Those candidates who possess the specified skills and experiences are eligible for those positions and are ranked based on their score on the written test.
- Scores do not change; rather, unique, position-specific lists are generated based on the profile created by the employing agency and the specific candidates on the general list who meet those specific criteria.
- The lists generated must be saved to be reused if the associated position is filled again during a prescribed time period.
- The process may be repeated to fill particularly unique positions.



3. **Specialty Lists** = Test Scored based on Specialty (Teachers, Vocational Instructors, Licensed Master Social Worker)

There are a number of titles in the State for which all the candidates are required to have a certification to meet the minimal qualifications of that title. However, in addition, there are “parenthetic” titles which indicate a specialty of some type (i.e. Teachers (Science); Teachers (Music); etc.). Currently this need is met as follows:

- All candidates are scored on a training and experience test which evaluates candidates on the range of duties and responsibilities for the titles. Questions are related to duties and responsibilities but also related to experience and training.
- Candidate responses are weighted according to the requirements of the specialty titles. The rating will be scored differently for each specialty area.

