



# Pennsylvania Gaming Control Board



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## *Policy and Procedure*

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| <b>Subject:</b>         | Selection and Placement to PGCB Positions |
| <b>Date:</b>            | July 7, 2011                              |
| <b>Number:</b>          | 103 (Revised)                             |
| <b>By Direction Of:</b> | Kevin F. O'Toole, Executive Director      |

### **Selection and Placement to PGCB Positions**

**Scope.** Applies to all positions under the direction of the PGCB Executive Director.

**Purpose .** To establish policy and procedures for the receipt, evaluation, and disposition of applications and resumes submitted for positions with the PGCB.

**Policy.** PGCB vacancies will be filled by the best available candidates based on documented minimum education, experience and training, as well as overall fit within the unit. To ensure uniformity in evaluation and selection processes, the Office of Human Resources will direct and administer all placement activities within the PGCB. No Bureau or Office within the PGCB shall interview an applicant before receiving approval from the Office of Human Resources. No job offers are to be made to applicants until the Bureau or Office has received final approval from the Office of Human Resources and the Executive Director. It is the goal of the PGCB to place the right people in the right job, at the right time in a fair, equitable and objective manner.

#### **Responsibilities.**

**Human Resource Director** is responsible for the overall coordination of the selection of qualified candidates for vacancies under the direction of the PGCB Executive Director.

**The Human Resource Placement Specialist** is responsible for:

1. Receipt and evaluation of all resumes and applications for PGCB positions.
2. Identification, evaluation and recommendation of qualified candidates to available PGCB positions.
3. Maintenance of active resumes within an applicant tracking system for a period of two years for individuals seeking PGCB positions.
4. Respond to each individual applicant and referring third party via letter, email or postcard acknowledging receipt of application and resume.
5. Coordination of recruitment for PGCB positions.
6. Posting of all vacancies via email and on the agency website for a period of at least 7 days.
7. Coordination of interviews and selection of qualified candidates.
8. Process selected qualified candidates for approval by the PGCB Budget Office and Executive Director, including formal approval of the Board.
9. Work closely with the Office of Budget to ensure available funds exist to fill vacancies.

**Bureau Directors** are responsible for:

1. Communicating to the Office Human Resources written justification of vacancy needs including overall job duties to be performed.
2. Identifying key characteristics necessary for successful placement of qualified applicants.
3. Ensuring bureau participation in the interview and selection process.
4. Providing written recommendation of the selected applicant for hire to the Office of Human Resources.
5. Ensure vacancies are filled in a cost effective and fiscally conscious manner.

**Procedures.** The PGCB Office of Human Resources shall adhere to the following practices in regards to the receipt, evaluation, and disposition of applications and resumes submitted for the placement of positions within the PGCB.

1. The Office of Human Resources shall act as the main point of reception for all resumes and applications received by the agency from interested applicants or those referred to the agency by a third party.
2. Each resume and application shall be screened for qualifications and categorized into appropriate classifications.
3. Resumes and applications will then be entered into the PGCB applicant tracking system according to the bureau and position which the applicant has applied for.
4. A postcard, letter or email will be sent to the applicant or referring third party acknowledging receipt and indicating that the resume will remain on file and in consideration for vacant positions for a period of two years.

5. Vacancies approved for placement by the PGCB Executive Director will be posted for a minimum of 7 calendar days, excluding holidays, via email to all staff and posted on the agency website for public bidding.
6. Resumes will be extracted from the applicant tracking system based on qualifications required in each posting. Resumes submitted by those responding to a posting shall be screened for qualification, and selected qualified candidates will be forwarded to the Bureau Director of the vacant position for interview consideration.
7. The Office of Human Resources will coordinate the selection and interview process with the Bureau Director of the vacant position.
8. An interview panel will be composed of one representative from the Office of Human Resources and at least one representative from the hiring Bureau/Office.
9. After all interviews have been conducted, a recommendation to hire will be provided to the Office of Human Resources by the Director of the hiring Bureau/Office.
10. The Office of Human Resources will confirm the qualifications of the selected applicant and seek approval to hire from the PGCB Budget Director and Executive Director.
11. The qualified approved applicant will receive a conditional offer of employment from the Office of Human Resources, and then be submitted for their required background investigation and drug screening.
12. Applicants not selected for hire during the interview process shall be notified via letter from the Office of Human Resources.
13. Results of the background investigation and drug screening are reviewed by the Executive Director.
14. Selected applicants who successfully clear their background investigation and drug screening process are presented for review by the Board during Executive Session.
15. The Office of Human Resources will then present the applicant at a scheduled public meeting for formal approval by the Board.
16. After Board approval, the Office of Human Resources will contact the approved new hire and coordinate an effective date of employment.