

## ***Application Procedures:***

Thank you for your interest in the Department of Environmental Protection (DEP) as an employee. As a state government agency within the Commonwealth of Pennsylvania, we are a public employer that operates on a merit system. A merit system is one that hires, retains, and promotes people based on their qualifications and ability to perform the work.

The procedure to secure a position with DEP is unusual if you have never experienced public employment. It involves submitting an application through the Pennsylvania State Civil Service Commission.

Following is an outline of the basic steps applicants must complete to secure a permanent civil service position.

Most positions at DEP are part of the Pennsylvania Civil Service system. As such, available positions are posted on the Pennsylvania State Civil Service Commission's Web site, [www.scsc.state.pa.us](http://www.scsc.state.pa.us). Interested individuals are encouraged to apply and test for open job titles.

The Pennsylvania State Civil Service Commission's Web site has a host of information regarding the process to become employed by the Commonwealth of Pennsylvania. Once on the site, you may browse for open positions. An application can be completed online for any positions that interest you. Upon submission of your application, you will have the ability to schedule appropriate test(s) for the jobs for which you have applied.

Shortly following the test, you will receive the results in the mail. If you passed the test and meet the minimum requirements, your name will be placed on a list of eligible candidates for that job title according to your score. When DEP has a vacant position, availability surveys are sent to the top scoring candidates listed. The highest-ranking individuals who have returned their survey indicating that they are available will be contacted for an interview.

The Pennsylvania Civil Service Commission Web site address is: [www.scsc.state.pa.us](http://www.scsc.state.pa.us). This site offers a variety of information and options. Take a moment to scan the home page.

You will see a banner running across the top of the home page. To view current tests that are being offered click on "Job Seekers." A summary of all current examinations being offered for possible positions within the Commonwealth will show up on your screen. The summary is further broken into categories such as administration, clerical, information technology, etc. The summary is updated monthly and should be accessed periodically to view new announcements.

For example, look at the job titles listed within the Engineer and Environmental Control section. Click on the announcement number listed to the left of the job title. The announcement provides the nature of work, minimum education and training requirements, necessary special requirements and information about the exam/application process.

Next, hit the back button on your tool bar to escape the announcement. When you return to the summary page, select a position that interests you.

Once you have selected a possible position, you will need to review specific position requirements so you are able to determine if you meet the required qualifications. If you find a position that interests you and for which you feel qualified, you may apply for it. This may be done in one of two ways. You can apply online or download a paper application and mail it in before the application closing date.

A paper application is available by choosing the "General Information" option in the left margin. When the page refreshes select "Civil Service Application" in the left margin. You may select option two to download a paper application. You may type your information into the application but you are unable to save it. Therefore, it is recommended that you maintain a copy for your records.

A highly recommended method of applying for employment is to complete the online application by returning to the home page and selecting the "View Open Jobs and Apply" heading under the "Online Services" icon in the left hand column.

New users must select the "New User Register Here" button.

Once you have established a user ID and password, you will be able to log into the online services by verifying your email address and proceeding to the online services main menu. From the main menu you may wish to select option 1, view open jobs and apply. From that point you will select the position or positions for which you may wish to apply. Upon selection of a position you will be led through a series of questions to build your application. Following the completion of your application you will be able to schedule for an open test.

This may be done in one of two ways. You could apply online or download a paper application and mail it in before the closing date. After completing an online application you can immediately schedule a time to take the appropriate examination. This may be a written or an oral test, both are administered at a Pennsylvania State Civil Service Commission office. There are also tests that assess your education and experience, known as test supplements. You will not need to schedule a time to take these tests, nor will you need to physically report to a testing site, as you provide your completed supplement at the time of application.

If you meet the minimum education and training requirements of the job title and you pass the appropriate examination, you will be placed on the civil service list of eligible applicants.

As vacancies occur, civil service lists are used to contact potential candidates for interviews.

This is started with mailing out availability surveys. When a position becomes available, surveys are mailed to prospective candidates. You must respond to all availability surveys so that your name will continue to appear on the civil service list. Interviews are offered to the top three candidates who indicate availability. This may include more than three individuals if their final earned ratings are the same.

If you are selected for a position, you will serve a civil service probationary period to determine your suitability for regular status. When you have successfully completed your probationary period, the process is complete and you will become a permanent civil service employee.

Should any part of the procedure be confusing, help is available by visiting or calling one of the Pennsylvania State Civil Service Commission Offices.

**Harrisburg**

2<sup>nd</sup> level, Strawberry Sq. Complex  
320 Market St.  
Harrisburg, PA 17108  
717-783-3058

**Philadelphia**

2<sup>nd</sup> floor, 10 South 11<sup>th</sup> Street  
Philadelphia, PA 19107  
215-560-2253

**Pittsburgh**

State Office Bldg. Room 1503  
300 Liberty Avenue  
Pittsburgh, PA 15222  
412-565-2484