

Application Procedures:

Thank you for your interest in the Department of Environmental Protection as an employer. 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 the Department of Environmental Protection, or DEP, is unusual if you have never experienced public employment. It involves submitting an application through the Pennsylvania State Civil Service Commission.

To become familiar with this process, I will outline the basic steps you must go through to secure one of our permanent civil service positions. First I will give you a brief overview, then slow it down so you can follow along online.

As I mentioned, most of our positions are part of the Pennsylvania Civil Service system. As such, any DEP civil service positions available to candidates not currently employed by a Pennsylvania state agency are posted on the Pennsylvania State Civil Service Commission's Web site, www.scsc.state.pa.us. Interested individuals are encouraged to apply and test for open job titles.

The PA 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 receipt of your application, you will be scheduled for the test or tests appropriate to 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 the Department of Environmental Protection 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.

Okay, let's slow this down a bit so you can follow the steps with me. First you must access the PA Civil Service Commission Web site at www.scsc.state.pa.us. This site offers a variety of information and options. Take a moment to scan the home page.

On the left margin is a yellow banner running from the top of the page to the bottom. To view current tests that are being offered click on Job Opportunities. This is listed directly below the heading, Job Information. 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.

As an example, let's look at the Soils Scientist position listed within the Engineer and Environmental Control section. Click on announcement number 2006-850. The

announcement provides the nature of work, minimum education and training requirements, necessary special requirements and information about the exam/application process.

Okay, now 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 that you feel qualified for, you may apply for it. 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.

A paper application is available by choosing the "Application for Employment/Promotion" option in the left margin. When the page refreshes 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 "Apply For Jobs" heading under the "Online Services" icon in the right hand column. Please do that now.

Once you have reviewed the Section 903 disclaimer, select proceed. At this point, you will begin to build your application. New users must select the New User Register Here button. Please follow those instructions now.

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 PA 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 eligibles. 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.

For Harrisburg call or visit: 2nd level, Strawberry Sq. Complex
320 Market St.
Harrisburg, PA 17108
717-783-3058

For Philadelphia call or visit: 2nd floor, 10 South 11th Street
Philadelphia, PA 19107
215-560-2253

For Pittsburgh call or visit: State Office Bldg. Room 1503
300 Liberty Avenue
Pittsburgh, PA 15222
412-565-2484