

LIST DURATION:

Promotional" list - a rank ordered list of state employees who passed the exam and who were employed at the time of the first phase of administration of the examination under conditions as specified in Personnel Rule 3.071 and RI General laws, Title 36. Promotion lists remain in effect for a **period of three (3) years** (unless re-announced) or until exhausted or until combined with or replaced by a more recently prepared list.

"Employment" list - all candidates who met the requirements of the official announcement and the appropriate class specification (not restricted to persons currently employed by the State) who pass the exam by rank order. Employment lists remain in force until exhausted, replaced, or combined with a more recently prepared list or until two (2) years from the date of its preparation, except that the Personnel Administrator may extend the duration of a list for a period not to exceed two (2) years.

RIGHT OF REFUSAL: As a candidate on an active civil service list, you have the right to choose **not** to participate in the interview and selection process for positions for which you have been reached (i.e., certified) from a civil service list. If you refuse a Permanent Full Time position, you will be considered "inactive" on the civil service list. If you refuse a Limited Period or Part Time position, you will still be considered "active" on the civil service list. It is incumbent upon you to notify the appointing agency that you are not accepting the position offered.

REACTIVATION ON LIST: A candidate can reactivate their available status if they have refused a Permanent Full Time appointment or if they have voluntarily deactivated their availability status by forwarding a letter indicating their intent to the DOA at the enclosed address.

EXAMINATION REVIEW & APPEAL RIGHTS:

Candidates have the right to request a review of their civil service test scores and materials after they receive their results within a **ten (10) business day period** from the date indicated on the Examination Results card. Personnel Rule 3.061 states as follows: "Within five calendar days after the review of an examination, as provided for in the previous section, or within ten calendar days after the mailing of the results of an examination to said examinee by the Personnel Administrator, whichever date is later, an examinee who considers himself/herself aggrieved by such results may file with the Administrator of Adjudication an appeal from the score assigned him/her in said examination and be heard at reasonable length thereon. Such appeal shall be in writing and shall include a detailed statement of the item(s) on the examination to which exception is taken by said examinee." Appeal rights apply to written exam items, experience and education ratings, as well as oral panel scores (whichever may be applicable).

If you have any **questions**, contact any of the following individuals:

Thomas Mannock, Ph.D.
Telephone: (401) 222-6377
E-Mail: Thomas.Mannock@hr.ri.gov

Lisa Bernardo
Telephone: (401) 222-2195
E-Mail: Lisa.Bernardo@hr.ri.gov

DISCLAIMER:

This is general information provided to civil service exam candidates. The State of Rhode Island reserves the right to change the content of this guide.



Department of Administration
Division of Human Resources
One Capitol Hill – 3rd Floor - Certification unit
Providence, RI 02908



RHODE ISLAND DEPARTMENT OF ADMINISTRATION (DOA)

OFFICE OF HUMAN CAPITAL MANAGEMENT

A POST-TEST CIVIL SERVICE CANDIDATE GUIDE



*"What candidates of the
Rhode Island Civil Service
testing process need to
know..."*

POST-TEST CANDIDATE GUIDE:

Now that you have taken the civil service examination, there are some things you need to keep in mind as you await your results.

During the civil service examination, you were asked three (3) questions pertaining to your availability; “location(s)” you would work, “type of appointment” you would accept and whether you are “not available” to accept a position at this time. Please review the following:

LOCATION: Candidates are asked to indicate all regions of the state (6 in total) where they would be willing to work. By filling in the circle that corresponds to the region, it indicates to the DOA that you are willing to work in that geographic region of the state. If you have **not** selected the location/region of the state where a classification is being filled, your name will be skipped on the eligibility list.

TYPE OF APPOINTMENT: Candidates are asked to select from Permanent Full Time, Part Time, and/or Limited Period appointments. The Permanent Full Time position status refers to a 35 or 40 hour a week position in state service. A Part Time position refers to less than 35 hours for a 35 hour classification or less than 40 hours for a 40 hour classification and a Limited Period position refers to a position which is temporarily vacated due to illness, maternity, military leave, or leave to protect status and is filled on a limited time basis.

UNAVAILABLE TO ACCEPT A POSITION: This refers to a person who, at the time they took the examination, is “not available” to accept a position immediately upon the civil service list being created and utilized for hiring purposes. To indicate this (by filling in the circle) means that you are currently **unavailable** to accept any type of position in state service in this classification.

NOTE: *Please be aware that if you responded as “not available” to accept a position by filling in the circle on the answer sheet, you will be skipped on the civil service list until you forward a letter to the DOA at the address below to change your status to “active”. Be sure to specify the **exam title and number** in your letter.*

Department of Administration (DOA)
Division of Human Resources
One Capitol Hill – 3rd Floor - Certification unit
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NOTE: *If you wish to change your status, i.e., the “type of appointment” you are willing to accept, “location” where you are willing to work and/or “availability” to accept a position, you must forward a letter stating that you would like to do so and mail it to the above address. Be sure to specify the **exam title and number** in your letter.*

TEST SCORES:

When you receive your Examination Results letter, it will list your raw written score, weighted written score and any experience and educational scores as well as an oral panel score (if applicable). Your results letter will also include your examination ranking which tells you where your test score falls as compared to the other candidates’ scores on the test. A higher test score means you are closer to the “reachable” portion of the civil service list and will be contacted sooner for available positions in this classification, depending on your response to the three (3) questions regarding availability, as compared to candidates with lower test scores.

MERIT LAW:

R.I.G.L. § 36-4-26 enables the Division of Human Resources to “certify” the top-six (6) scores on the active civil service list as available for appointment. These individuals will be notified by mail, inviting them to participate in the interview and selection process with the appointing authority; i.e., department/agency where the vacancy exists.

CERTIFICATION:

Once you receive your examination scores, the next step is the “Certification process.” This is the state’s process to reach the top-scoring candidates available on the list and notify them of position openings in that classification and provide them the opportunity to participate in the interview and selection process for that position. The certification notification process is conducted by direct mail. If your **telephone number** and/or **mailing address** changes, it is your responsibility to send a letter to the DOA indicating your new address. If you are a current state employee, you must contact your departmental HR office and inform them of your address change. This helps to ensure you will receive your certification in a timely manner. For each position filled within the classification for which a civil service list exists, the top-six (6) candidates on the list who meet the location, type of appointment and availability will be provided an opportunity to interview at the department or agency where the position is to be filled. If you are not selected, your name will be returned to the list in rank order based on your score.

SUPPLEMENTAL CERTIFICATION:

In keeping with the State’s goal of achieving a qualified and diverse workforce, R.I.G.L. § 36-4-26.1 authorizes the Division of Human Resources to provide all appointing authorities with the flexibility to address effects of systemic discrimination. Supplemental certification provides an appointing authority with increased opportunities, where appropriate, to appoint qualified employees from an expanded eligibility list. When it is determined that a manifest imbalance of minority employees exists, a supplemental certification list of minorities may be called for in addition to the appropriate employment or promotion list.