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Governor

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Nikki R. Jackson
Secretary

MEMORANDUM

PERSONNEL MEMO 08-06

TO: Cabinet Secretaries
Agency Heads
Personnel Administrators

FROM: Nikki R. Jackson, Secretary 

DATE: April 4, 2008

SUBJECT: Transition of Training and Experience Selection Method Classifications

Effective April 16, 2008, the Personnel Cabinet will transition all current classifications with a Training and Experience (T&E) Selection Method to Qualifying.

Currently, classifications with a T&E Selection Method require Personnel Cabinet staff to assign points based on the type of education and experience presented as qualifications on applications. Each application is reviewed by two Personnel Cabinet technicians and routinely there are requests for re-review. Although each technician is conducting their analysis with the same tool to determine a final score, it is virtually impossible to take the subjectivity out of the process. In addition, the current T&E point method only has a validity of .11.

A Qualifying Selection Method is defined as meeting the minimum education and experience requirements as set forth in the classification specification. The Classification and Compensation Branch in conjunction with subject matter experts from each agency determine minimum requirements for a classification. All interested applicants have their application reviewed and must meet minimum requirements before presented to any agency for consideration for employment.

The Personnel Cabinet has conducted presentations to agencies, the Personnel Board, the State Government Committee, the Personnel Council as well as Agency Implementation Leads. All agree the T&E Selection Method needs to transition to a Qualifying Selection Method to ensure an equitable process for obtaining state employment.



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This transition will open the process of seeking employment with the Commonwealth to all qualified applicants and will not eliminate qualified applicants from employment opportunities based on a subjective score. The Personnel Cabinet's vision is to build an inclusive and desirable work culture and emerge as an Employer of Choice. To that end, eliminating the outdated T&E Selection Method, that may create a barrier to employment, is not only appropriate but a necessity.

To eliminate the possibility of applicants submitting to positions transitioning during a job posting, the last date to post a position with a T & E Selection Method is April 4, 2008. A moratorium on job postings with a T & E Selection Method will be in place from April 5 through April 14, 2008, six business days, in order to transition to the Qualifying Selection Method. All classifications previously with a T&E Selection Method posted on or after April 15, 2008 will have a Qualifying Selection Method. We appreciate your cooperation during this transition and look forward to providing more innovative and accessible services to better serve the people who serve the people.

If you have any questions, please contact Deputy Commissioner Barbara Barnes, Department for Personnel Administration (502) 564-5173 or Barbara.Barnes@ky.gov.