



## PERSONNEL CABINET

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Governor

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### MEMORANDUM

#### PERSONNEL MEMO 08-09

**TO:** Cabinet Secretaries  
Agency Heads  
Personnel Administrators

**FROM:** Nikki R. Jackson, Secretary 

**DATE:** April 24, 2008

**SUBJECT:** Transition of Written Selection Method Classifications

Effective May 16, 2008, the Personnel Cabinet will transition all current classifications with a Written (Test) Selection Method to Qualifying.

Classifications with a Written Selection Method require applicants to meet minimum qualifications established for the specific classification. A qualified applicant is then required to take a designated test during the ten day posting of a vacancy and up to three business days after the closing date. A qualified applicant must achieve a top five score, in the county the position is vacant, to be eligible for an employment opportunity. After an extensive Selection Method review conducted by the Personnel Cabinet it was determined a more effective process would be a standard interview process to include behavioral interviewing.

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.



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The Personnel Cabinet has conducted presentations to agencies, the Personnel Board, the State Government Committee, the Personnel Council as well as Agency Implementation Leads. The overwhelming consensus is that the Written Selection Method needs to transition to a Qualifying Selection Method to ensure an unbiased process for obtaining state employment.

This additional transition will continue to open the process of seeking employment with the Commonwealth to all qualified applicants, strengthening the Personnel Cabinet's vision to emerge as an Employer of Choice.

To eliminate the possibility of applicants submitting to positions transitioning during a job posting, the last date to post a position with a Written Selection Method is May 5, 2008. A moratorium on job postings with a Written Selection Method will be in place from May 6 through May 15, 2008, in order to transition to the Qualifying Selection Method. All previous classifications with a Written Selection Method posted on or after May 15, 2008 will have a Qualifying Selection Method. The additional transition of the Written Selection Method is the Personnel Cabinet's continuous obligation to recognize outdated and outlived processes and the necessity to recognize more efficient and equitable procedures 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](mailto:Barbara.Barnes@ky.gov).