

(I) POST THE JOB ANNOUNCEMENT FOR ~~THE POSITION~~ AT LEAST 2 WEEKS BEFORE THE DEADLINE FOR SUBMITTING APPLICATIONS, IN AT LEAST ONE CENTRALIZED LOCATION IN THAT UNIT THAT IS ACCESSIBLE TO ALL EMPLOYEES; AND

(II) USE ANY OTHER METHOD REASONABLY CALCULATED TO GIVE ELIGIBLE EMPLOYEES NOTICE OF THE VACANCY; AND

(3) ADVERTISE THE POSITION VACANCY AT LEAST 2 WEEKS BEFORE THE DEADLINE FOR SUBMITTING APPLICATIONS BY:

(I) ~~MAKE~~ MAKING AVAILABLE A JOB ANNOUNCEMENT TO ALL APPROPRIATE STATE AGENCIES, BASED ON SELECTION LIMITATIONS; AND

(II) USING ANY OTHER METHOD THAT IS REASONABLY CALCULATED TO ENSURE A SUFFICIENT POOL OF APPLICANTS, INCLUDING PRINTED ADVERTISEMENTS IN NEWSPAPERS AND JOURNALS, PAPER AND ELECTRONIC BULLETIN BOARD POSTINGS, AND SPECIAL NOTICES.

7-205.

(A) AFTER THE CLOSE OF A POSITION ANNOUNCEMENT, THE APPOINTING AUTHORITY SHALL:

(1) REVIEW THE APPLICATIONS RECEIVED TO DETERMINE THE APPLICANTS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION;

(2) PREPARE A REGISTER OF QUALIFIED APPLICANTS IN RANDOM ORDER;

(3) SEND TO UNQUALIFIED APPLICANTS A NOTICE THAT THEY HAVE FAILED TO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION; AND

(4) EXCEPT AS PROVIDED IN SUBSECTION (B) OF THIS SECTION, IF A COMPETITIVE EXAMINATION THAT REQUIRES ATTENDANCE AT A TEST SITE IS REQUIRED FOR THE POSITION, SEND A NOTICE OF THE EXAMINATION TO QUALIFIED APPLICANTS ON THE REGISTER AT LEAST 10 DAYS BEFORE THE TEST ADMINISTRATION DATE.

(B) IF LESS THAN TEN BUT MORE THAN TWO APPLICANTS MEET THE MINIMUM REQUIREMENTS FOR A POSITION, THE APPOINTING AUTHORITY MAY:

(1) MAKE A SELECTION FROM THE REGISTER WITHOUT THE NEED FOR FURTHER SELECTION TESTING; OR

(2) READVERTISE THE POSITION VACANCY.

7-206.

(A) (1) (I) AN APPOINTING AUTHORITY MAY USE ANY APPROPRIATE SELECTION PROCESS TO RATE QUALIFIED APPLICANTS.

(II) A UNIT MUST BE ABLE TO ESTABLISH THE JOB RELATEDNESS, RELIABILITY, AND VALIDITY OF THE SELECTION TESTS THAT IT USES.