



Information for Applicants with Disabilities

SERVICES AND ACCOMMODATIONS

The Pennsylvania State Civil Service Commission recognizes the importance of equal employment opportunity for people with disabilities and the contributions that they can offer through public service. Individuals with disabilities are strongly encouraged to apply for employment opportunities with the Commonwealth of Pennsylvania and local government!

Employment Opportunities

To explore civil service career opportunities in Pennsylvania state and local government, visit the State Civil Service Commission's website at www.scsc.pa.gov. Click on the Job Seekers tab, Open Test Announcements, and then select a category to display a listing of job titles that are currently open for application and testing. You may review this listing and select announcements for job titles of interest. Each announcement provides important information regarding the nature of the job duties, requirements for eligibility, job opportunities, and the type of test required.

You may apply for all test announcements online. Please note that many test announcements open and close for application on a periodic basis, so you are encouraged to check the website frequently.

Employment Services

The State Civil Service Commission provides a variety of services to candidates, such as specialized testing accommodations for applicants with disabilities as well as one-on-one career counseling and resume evaluations, which are offered without regard to an applicant's disability status. While the Commission is pleased to provide individual customer service, please note that all necessary information regarding currently available examination programs is on our website. Therefore, before seeking counseling or resume evaluation services, we strongly encourage job seekers to browse our website for job title(s) of interest, as this is the fastest way to find information, apply and schedule examinations.

Examination Services and Testing Accommodations

The State Civil Service Commission realizes that some applicants with disabilities may require testing accommodations to enable them to perform to their full potential. All candidates needing testing accommodations will have their eligibility evaluated for the specific job title(s) prior to scheduling a testing date and time. Only those candidates deemed eligible for the job title(s) will be tested. (If no testing accommodation is required, eligibility will be evaluated after testing.)

Types of common accommodations might include providing a reader or writer for the applicant, additional time allowance, or simply a separate room for testing. Testing accommodations also take into account the type of examination given. When possible, examination materials will be adapted and/or modified to a format that best meets the needs of the individual candidate requesting test accommodations, without compromising the integrity of the examination. Modified materials and any special proctor's instructions will be prepared by the Test Administration Division and will be supplied to the test center where the candidate wishes to be tested.

If you anticipate the need for a testing accommodation, you must complete a "Justification for Testing Accommodation" form. This form is available on our website by clicking the Job Seekers tab, selecting Applicants with Disabilities, and scrolling to the Examination Services and Testing Accommodations section. The completed form will be reviewed each time you submit an application. If your request is approved, a Commission representative will contact you to schedule a convenient test date and time.

You may also request the "Justification for Testing Accommodation" form by calling (717) 787-2935. Applicants may also call this number if a paper civil service application is required due to a disability. All information provided on this form is confidentially maintained and is utilized only for the test accommodation process.

Application Tips

When selecting a test announcement of interest to you, please pay special attention to the minimum experience and training requirements for the job title(s) of interest to ensure that you meet all requirements. When completing your application, be sure to include all education, training, and work experience relevant to the job title for which you are applying to support your eligibility. It is also very important to review the location of positions to determine if there are positions located in areas where you will be available for work.

You must complete a separate application for each different test announcement. Job titles that are on the same test announcement may be applied for together on one application, but each job title/job code must be listed on a separate line in section four of the application. You cannot add job titles after you have taken a test for a job title contained on that test announcement.

After Your Test

You will receive your test results in the mail. You must successfully pass a civil service test and be determined to meet the minimum experience and training requirements for the job title(s) before you can be considered for a position. If these requirements are met, your name will be added to the civil service employment list in score order for the county locations where you are available to work.

Your standing on a civil service list may change periodically as more people test, qualify, and are added or removed from the list. You may also check for test scores and your list standing by visiting the Online Services section on the State Civil Service Commission homepage.

Agencies will request civil service eligibility lists from the State Civil Service Commission when they have vacant positions. The agency then sends "Availability Survey" forms to individuals on the list to inform them of the employment opportunity. If you are interested and available for the specific opportunity, you must indicate this on the "Availability Survey" form and return it to the agency by the established deadline. Please note that you must return all Availability Surveys even if you are not available or interested in a specific position. Failure to do so will result in your removal from the civil service list for that job title.

The agency may contact you for an interview if you are among the highest scoring available candidates. If you require an accommodation for the interview process, please give advance notice to the interviewing agency. The selection and hiring of eligible candidates is the responsibility of Commonwealth and local government agencies; not the State Civil Service Commission.

State Civil Service Commission Office Locations and Contact Information

Harrisburg

Strawberry Square Complex
320 Market Street, 2nd Floor
P.O. Box 569
Harrisburg, PA 17108-0569
Phone (717) 783-3058*

Philadelphia

110 North 8th Street
Suite 503
Philadelphia, PA 19107
Phone (215) 560-2253*

Pittsburgh

411 7th Avenue, Room 410
Pittsburgh, PA 15219
Phone (412) 565-7666*

*Telecommunications Relay Service (TRS): 711
(hearing and speech disabilities or other
individuals)

In addition to our testing centers in Harrisburg, Philadelphia, and Pittsburgh, you may also test at one of the following locations. If you have questions about testing at one of these locations, please call (717) 787-2935.

Erie Test Center
155 W 8th Street
Suite LL1
Erie, PA 16501

Johnstown Test Center
at the Hiram G. Andrews Center
727 Goucher Street
Johnstown, PA 15905

Lock Haven Test Center
8 North Grove Street
Suite H, Back Door
Lock Haven, PA 17745

Scranton Test Center
at the Lackawanna County CareerLink
135 Franklin Avenue
Scranton, PA 18503

A variety of federal, state, and local agencies provide rehabilitation, advocacy, and referral services to individuals with disabilities. If you would like to learn more about their services, refer to the blue pages of your telephone directory for the telephone number of the office nearest you.

**Pennsylvania is proud to be an equal
opportunity employer
supporting workforce diversity.**

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