



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 and Hiring Process

To explore civil service career opportunities in Pennsylvania state and local government, visit the Commonwealth's state employment website at www.employment.pa.gov. Clicking on "Open Jobs" allows job seekers to view civil service and non-civil service employment postings available for application. Each posting indicates if the position is civil service or non-civil service. Each civil service posting describes the process used to fill the position. The types of hiring processes for civil service jobs include:

Written Examination for Future Vacancies:

Under this process, applicants must submit an application for the job title and complete an examination at one of the State Civil Service

Commission's test centers. Applicants who meet the minimum requirements for the job title and receive a passing examination score are placed on a master list of eligible candidates. These candidates are then notified via email each time a position is available. Candidates then apply for each position of interest. Applicants with the highest scores who apply to available positions are referred to the hiring managers for interviews.

Online Examination for Future Vacancies:

In this process, applicants must submit an application for the job title. Applicants answer job-related questions as part of the application process with no written examination required. The job-related questions are scored for the applicants who meet the job title's minimum requirements. These applicants are placed on a master list of eligible candidates and are then notified via email each time a position is available. Applicants with the highest scores who apply to available positions will be referred to the hiring managers for interviews.

Vacancy Postings:

There are two types of vacancy postings. In both versions, applicants apply for a specific position that is currently available.

The first version requires the applicant to first apply for the written or online examination for the job title and be placed on the master list of eligible candidates. If this is required, it will be stated in the content of the vacancy posting.

For the second type of vacancy posting, the applicant will submit an application for the vacancy and answer questions that relate to the specific duties of the position. The vacancy related questions are scored for applicants who meet the minimum requirements. In both versions of the vacancy posting processes, the applicants with the highest scores will be referred to the hiring managers for interviews.

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 when participating in a written examination.

Types of common accommodations might include providing a reader or writer for the applicant, additional time allowance, or simply a separate room for testing. 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 instructions are prepared and are 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 the State Civil Service Commission website at www.scsc.pa.gov by clicking the "Job Seekers" tab, selecting "Applicants with Disabilities", and scrolling to the link "Justification for Testing Accommodation". The form will be reviewed each time you submit an application.

You may also request the "Justification for Testing Accommodation" form by calling (717) 787-2935. All information provided on this form is confidentially maintained and is utilized only for the test accommodation process.

Application Tips

When selecting a job posting of interest to you, please pay special attention to the minimum experience and training requirements for the job title 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.

When visiting the www.employment.pa.gov website, please also consider subscribing to "Job Alerts." This feature allows you to select specific occupational categories and when any position is posted that corresponds to your selected categories, you will receive an email notification. Since many vacancy postings will be advertised for a brief period of time, by using Job Alerts, you will never miss seeing new opportunities. Click the "Open Jobs" section located in the upper right section of the website homepage for instructions to subscribe for "Job Alerts."

Employment Services

In addition to providing specialized testing accommodations for applicants with disabilities, the State Civil Service Commission also provides one-on-one career counseling and resume evaluations. While the Commission is pleased to provide individual customer service, please note that all necessary information regarding current employment opportunities available for application is found at www.employment.pa.gov. Before seeking counseling or resume evaluation services, we strongly encourage applicants to visit the website to learn about currently available opportunities of interest and begin the process of applying for positions of interest.

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

410 Seventh 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, applicants for written examinations 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 including the Pennsylvania Office of Vocational Rehabilitation (OVR). To find out about services provided by OVR, you may visit the website for the Pennsylvania Department of Labor and Industry at <http://www.dli.pa.gov> and click on the section for "Individuals" and then click on "Disability Services", or telephone 1-800-442-6351.

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

Prepared by:
State Civil Service Commission
Recruitment and Workforce
Diversity Division
Revised 4/2018