

# **HUMAN RESOURCES DIRECTIVE**

**SUBJECT: The Library of Congress' Selective Placement Program**

**NUMBER: HRD 7-05-14**

**EFFECTIVE DATE: November 1, 2011**

## **I. PURPOSE**

This Directive describes the objectives, policies, and procedures of the Library of Congress' Selective Placement Program (SPP) for applicants applying for GS-2 through Senior Level jobs. This program constitutes an approved recruitment program of the Library of Congress.

## **II. AUTHORITY**

The Library's Director for Human Resources Services is authorized to approve initial appointments made for persons with disabilities recruited under the Selective Placement Program. This authorization is consistent with Section 4.F. of LCR 2010-14: Merit Selection and Employment.

## **III. PROGRAM SUMMARY**

This program is designed to improve the Library's ability to hire applicants with severe disabilities by assisting qualified individuals in obtaining employment consistent with their level of skills and abilities and their capacity for safe and efficient job performance.

## **IV. OBJECTIVE**

The objective of the Library of Congress' SPP is to enhance the Library's capacity to address the high degree of under-representation of employees with targeted (severe physical, cognitive, or emotional disability and/or have a history of having such a disability) disabilities in the workforce. Consistent with this objective, this process is limited to applicants from outside the Library applying for jobs at the GS-2 through Senior level.

## **V. PROGRAM ADMINISTRATION AND RESPONSIBILITIES**

The program is administered through the cooperative efforts of the Library's Office of Opportunity, Inclusiveness & Compliance and the Library's Office of Human Resources Services.

### **A. Office of Opportunity, Inclusiveness & Compliance (OIC)**

OIC promotes diversity in all aspects of the Library's workforce and provides technical assistance to key stakeholders in the Library to address areas of racial, ethnic, gender or disabled under-representation in the workforce through effective recruitment and outreach strategies. OIC is the primary contact for the program.

## **B. Selective Placement Program (SPP) Functions**

OIC is the primary contact for the program for both applicants and Service Unit representatives. OIC helps agency management recruit, hire and accommodate people with disabilities and has the following roles and responsibilities:

- Utilizing and maintaining a register of applicants with a severe disability.
- Advising managers of candidates available for placement in jobs under special hiring authorities, and providing managers with information on reasonable accommodation and needs assessments for applicants and employees.
- Helping managers determine the essential duties of the position, identify architectural barriers and possible modifications that allow people with disabilities to perform essential duties.
- Coordinating efforts to recruit qualified SPP applicants through advertising, direct mail, career and job fairs, and other initiatives serving people with disabilities.
- Helping applicants with disabilities get information about current job opportunities, types of jobs in the agency, how these jobs are filled, and reasonable accommodations.
- Providing information about the Library's programs and job opportunities to public and private organizations involved in the placement of applicants with disabilities.
- Facilitating the placement of applicants with disabilities.
- Monitoring and evaluating SPP efforts and activities for people with disabilities to determine their effectiveness, and making changes as needed to improve program effectiveness.

## **C. Human Resources Services (HRS)**

HRS is the contact and administrator for staffing and hiring processes for competitive hiring and the Selective Placement Program. HRS ensures all necessary staffing functions are performed up to and including making official offers of employment. HRS receives and processes applications for the Selective Placement Program, assists OIC in coordinating recruitment efforts, and works with OIC to develop a register for applicants with disabilities.

## **VI. APPLICATION PROCEDURES**

Applicants with disabilities wishing to apply for jobs at the Library may apply using the competitive selection process found on-line at <http://www.loc.gov/hr/employment/index.php> and/or they may apply using the non-competitive Selective Placement Process outlined in this document if they are not current Library employees.

### **A. Competitive/ Merit Selection Process**

Persons with disabilities who wish to be hired directly into a permanent, career position may apply for advertised jobs through the Library's Merit Selection Process and Senior Level Merit Selection Process. As these applicants are not applying as a Selective Placement applicant, they need not supply proof/certification of disability unless they are also applying under the noncompetitive process discussed below. Any applicant or employee with a disability may request a reasonable accommodation at any stage of the process.

### **B. Selective Placement Process**

Applicants wishing to apply for the Selective Placement Program must demonstrate their qualifications for the job and apply according to the application procedures that follow:

#### 1. Qualifications

Applicants choosing to pursue a non-competitive appointment must have appropriate a) certification of their disability, b) qualifications for the job and c) qualifications for selection.

##### *a. Certification of Disability*

The program is open to applicants showing proof/certification of their disability (mental retardation, severe physical disabilities, and psychiatric disabilities, 5 CFR 213.3102(u)). The proof or disability/certification may be issued by the State Vocational Rehabilitation Office, Disability Services or Career Services office of the applicant's college or university, or the Department of Veterans Affairs. The letter certifying the disability must verify that the applicant has a severe disability. An applicant may fax, mail or hand-deliver their certification of disability.

These certificates will be maintained in a separate confidential folder, rather than in the person's official personnel folder (OPF) or Employee Medical Folder.

##### *b. Qualifications for the Job*

Qualifications for the job are determined by the Selecting Official. The Selecting Official receives the application materials. If there is a positive education requirement, e.g., a license or an educational requirement, documentation must be submitted with the application materials. Beyond any positive education documentation, there is no formal requirement as to what must be included for applications submitted to the OIC discussed below. As a general guide, it should include enough information to permit the Selecting Official to determine the qualifications of the applicant. Typically, an application will include a resume and any supporting documentation the candidate wishes to submit. If the candidate

is applying for an advertised position, then he or she must submit the application materials requested of all candidates in the posting.

*c. Qualifications for Selection*

All appointments made under the Selective Placement Program are subject to the requirements and conditions governing permanent or permanent conditional employment, including a security investigation to verify an appointee's qualifications and suitability.

2. Types of Initial Appointments

Qualified applicants choosing to pursue a non-competitive appointment through the Selective Placement Program may be appointed to either a temporary/time-limited appointment or a Selective Placement appointment. The determination as to whether the applicant will be placed in a temporary/time-limited appointment or a Selective Placement appointment is made by the Selecting Official. The Selecting Official considers whether there is sufficient evidence of job readiness, such as previous experience in a similar job in either the private or public sector, when deciding whether to place an applicant in a temporary/time-limited appointment or a Selective Placement appointment. At any time during the temporary/time-limited appointment, if the Selecting Official determines job readiness the employee may be converted to a Selective Placement appointment.

*a. Temporary/Time-Limited Appointment*

This is a temporary position (up to 120 days) that provides an individual with the opportunity to gain work experience and a supervisor an opportunity to decide whether to convert the individual to a Selective Placement appointment. While on a temporary/time-limited appointment the applicant is on a Library temporary appointment not a Selective Placement appointment.

*b. Selective Placement Appointment*

Qualified applicants with disabilities may be non-competitively selected for initial Library appointments for a minimum period of one year and a maximum period of two years. If the applicant demonstrates acceptable performance during the Selective Placement appointment they may be converted to a permanent position. Time spent in a temporary/time-limited appointment is not considered in the calculation of time spent as a Selective Placement appointment before possible conversion to a permanent appointment.

3. Types of Positions

Candidates may submit applications for advertised positions or they may submit their applications to OIC which maintains a confidential register of applications to be compared to Service Unit Staffing Plans:

*a. Positions Identified in Service Unit Staffing Plans*

Applicants with disability certification letters may apply directly to OIC to be considered for positions at the Library. The OIC may be reached at (202) 707-6024 or [SPP@loc.gov](mailto:SPP@loc.gov). The OIC maintains a list of fiscal year staffing actions for each Service Unit and actively recruits applicants with disabilities possessing the competencies to perform these jobs. Applications will be reviewed to see if the skills of the applicants appear to match the skills sought for upcoming vacancies. Applicants must be able to perform the essential duties of the job with or without reasonable accommodation. If there appears to be a match, OIC may deliver the application materials to the Service Unit's administrative contact and discuss whether the applicant appears to have the skills necessary for the job. If so, the applicant may be interviewed to further discern whether they are qualified for the position. If the Service Unit's designated Selecting Official is satisfied that the applicant possesses the necessary qualifications for the position he or she may then be hired under the Selective Placement Program.

*b. Advertised Positions.*

Applicants with certification letters applying for advertised positions are referred to the Selecting Official prior to generating an interview referral list of candidates applying under the competitive process. The Selecting Official determines whether the candidates have the skills necessary to perform the job with or without an accommodation and decides whether to interview for the Selective Placement Program. The Selecting Official may choose not to interview the Selective Placement candidates and move forward with the referral of the interview candidates from the competitive process. Notably, the applicant with a disability may be considered under the competitive process at this time if he or she qualifies for the interview referral list. Within two (2) business days, the Selecting Official sends an e-mail to the Staffing Specialist with their decision to move forward with interviewing Selective Placement candidates or their decision to move to the competitive process with the interview referral list.

## **VII. SPP REASONABLE ACCOMMODATIONS**

Reasonable accommodations to qualified individuals with disabilities will be provided so applicants with disabilities can effectively perform the essential duties of the position and enjoy the benefits and privileges of employment equal to those enjoyed by similarly situated applicants without disabilities. (See, Library of Congress Regulation 2025-8 "Implementation of the Americans with Disabilities Act (ADA))."

### **A. Requesting a Reasonable Accommodation for the Application Process**

Applicants should state any accommodation needed for the application process when applying for a position

**B. Requesting a Reasonable Accommodation for the Interview**

Applicants should state any accommodation needed for the interview process prior to the interview, e.g. when the interview is scheduled.

**C. Interviewing Applicants with Disabilities.**

Interviewing people with disabilities is generally the same as interviewing people without disabilities. Understanding the job's essential functions and the competencies required to perform these functions is particularly important to prepare for interviews for all applicants, including applicants with disabilities. Like all interviews, the focus of the interview should be on the applicant's qualifications and competencies, experience and skills for doing the job.

Interviewers should be aware of the accessibility of the interview site (e.g., accessibility of the building, interview office, and bathroom; and arrangements for parking for persons with disabilities). When appropriate, special procedures for applicants who have a physical disability may be used to assure that the applicants' abilities are properly and fairly assessed. Special arrangements are determined on an individual basis depending on the applicant's disability and may include readers, examinations in Braille, tape, or large print for visually impaired competitors; and interpreters for instructions and modifications of parts of tests for hearing impaired competitors.