Part 2-8:

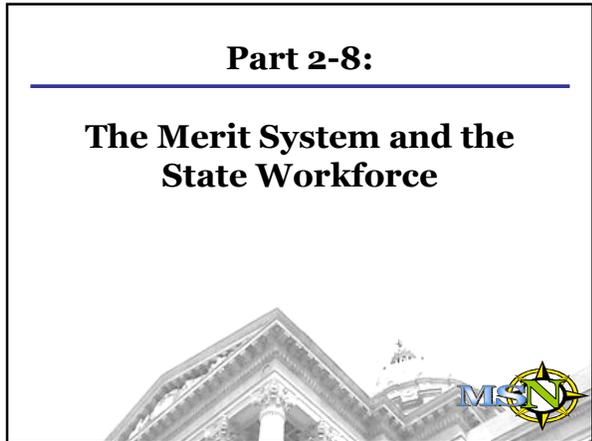**The Merit System and the State Workforce**

Certification

- Certified in grade order based on availability of applicant, i.e. county
- Certified list may contain any number of names
- Agency must appoint from top 15 or 15% of names certified who are *available* for that specific vacancy.
- For each additional vacancy being filled the agency can appoint from 5 additional names

Certificate Request

- Registers are maintained and certificates are provided to agencies via the Management and Applicant Information Resources System (MAIRS)
- MAIRS was developed in the '90s by the Division of Personnel and OA ITSD
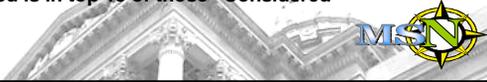- Agencies can obtain names of applicants directly from the system
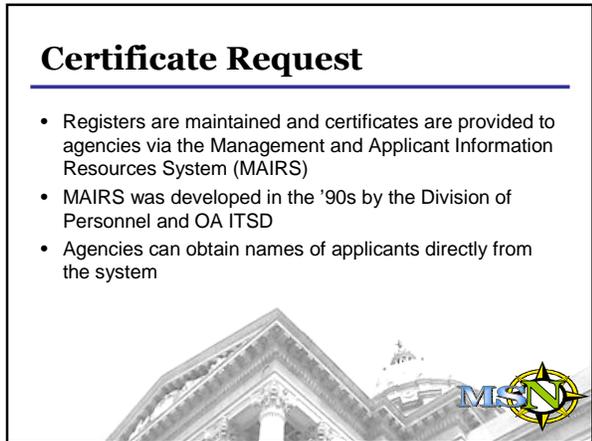
"Processing Certificates"

Agency must complete "actions" for each name certified:
- Considered
- Declined
- Failed to comply
- Appointed
- Waived consideration
  - Time, Location, Salary

Division of Personnel "audits" to make sure applicant selected is in top 15 of those "Considered"

Appointment

The returned certificate is matched up with the appointment submitted by the agency in SAM II HR/Payroll.

Once the appointment is approved by Certification, it is routed to "transaction audit" staff for final approval in SAM II.