

Merit Selection Manual:

Policy and Practices

*A Guide for State of California
Agencies and Departments*



The Great Seal

Merit Selection Manual: Policy and Practices

October 2003

*Adopted by the California State Personnel Board,
Section 50 of Title 2 of the California Code of Regulations*





To: State of California Human Resources/Selection Professionals

MERIT SELECTION MANUAL: POLICY AND PRACTICES

The State Personnel Board (SPB) is pleased to issue the *Merit Selection Manual: Policy and Practices*. The manual establishes operational standards and guidelines for conducting selection processes for the State's civil service, as well as documenting professional best practices. The manual contains discussions of key selection subjects, addressing the issues and factors that directly impact the efficiency and effectiveness of the State's selection program. The manual is a living document and will be updated and revised as necessary to ensure that it reflects the latest regulatory requirements and industry best-practices affecting the employment testing profession.

The SPB is committed to ensuring that the merit principle is embodied in the State's civil service, and each of you plays an integral role in this mission. The SPB encourages every agency and department to model their selection programs around both legal requirements and state-of-the-profession innovation. Through the utilization of a sound, job-related selection program, the State can be assured of a qualified, productive workforce. Selection decisions will be made on the basis of objective, job-related criteria.

SPB staff are available to provide guidance and consultation in every aspect of the selection process. Please do not hesitate to contact us if we may be of assistance. Our Website, www.spb.ca.gov, provides a host of resources, and we stand ready to be of service.

Walter Vaughn
Executive Officer

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