

ANNUAL REPORT



Pennsylvania

**State Civil Service
Commission**

2023

2024



Pennsylvania
**State Civil Service
Commission**



State Civil Service Commissioners



Maria P. Donatucci
Chairwoman



Gregory M. Lane
Commissioner



Pamela M. Iovino
Commissioner



Table of Contents

1

FROM THE EXECUTIVE DIRECTOR

2

STATE CIVIL SERVICE COMMISSION OFFICES

3

KNOW YOUR CIVIL SERVICE APPEAL RIGHTS

4

MODERNIZATION OF CIVIL SERVICE COMMISSION RULES

5

GOVERNOR'S ADVISORY COUNCIL ON VETERANS SERVICES

6

SCSC.PA.GOV

7

GOVERNOR'S HIRE, IMPROVE, RECRUIT, EMPOWER COMMITTEE

8

WESTERN REGIONAL OFFICE RELOCATION

9

STAFF CHANGES AND EMPLOYEE RECOGNITIONS

14

ADMINISTRATIVE SERVICES

15

AUDITS AND EXEMPTIONS

16

LEGAL SERVICES

17

CIVIL SERVICE APPEAL ACTIVITIES



From The Executive Director



Executive Director Message

With great honor and humility, it is my privilege to present the State Civil Service Commission's (Commission) Fiscal Year 2023-2024 Annual Report. This year has been another outstanding year. The Commission continues its efforts to improve and enhance the delivery of services to job seekers, civil service employees at the state and applicably covered local governmental and Pennsylvania Housing Authority levels, and the public.

The Commission is a nonpartisan three-member independent administrative state agency. Members of the Commission are nominated by the Governor and confirmed by the Pennsylvania State Senate. Of the members, one is designated as Chairperson by the Governor, and one is a statutorily required veteran member. Under the provisions of Act 71 of 2018 (Civil Service Reform Act), the mission of the Commission is to serve as an objective and neutral adjudicatory tribunal authorized to hear and resolve disputed employment appeals. The vision is to lead and ensure the merit selection policies, procedures, and requirements of Act 71 and other applicable laws and regulations are equitably and fairly applied to job seekers and civil service employees.

To conform with the provisions of Act 71 and current operational practices, the Commission initiated a multi-phased project to modernize the "Rules of the Civil Service Commission." Efforts to modernize the legacy appeals docket system also continue. A goal of this project is to implement a modern system that facilitates the submission and processing of civil service appeal requests. It is anticipated progress will be made on these projects in 2025. The Commission will also explore options to initiate a performance audit of the classified service. Under the provisions of Act 71, the Commission is authorized to conduct such audits and applicable veterans' preference provisions of the Military Affairs Code, Title 51 Pa.C.S., Part V to ensure compliance and adherence with the law and civil service employment regulations.

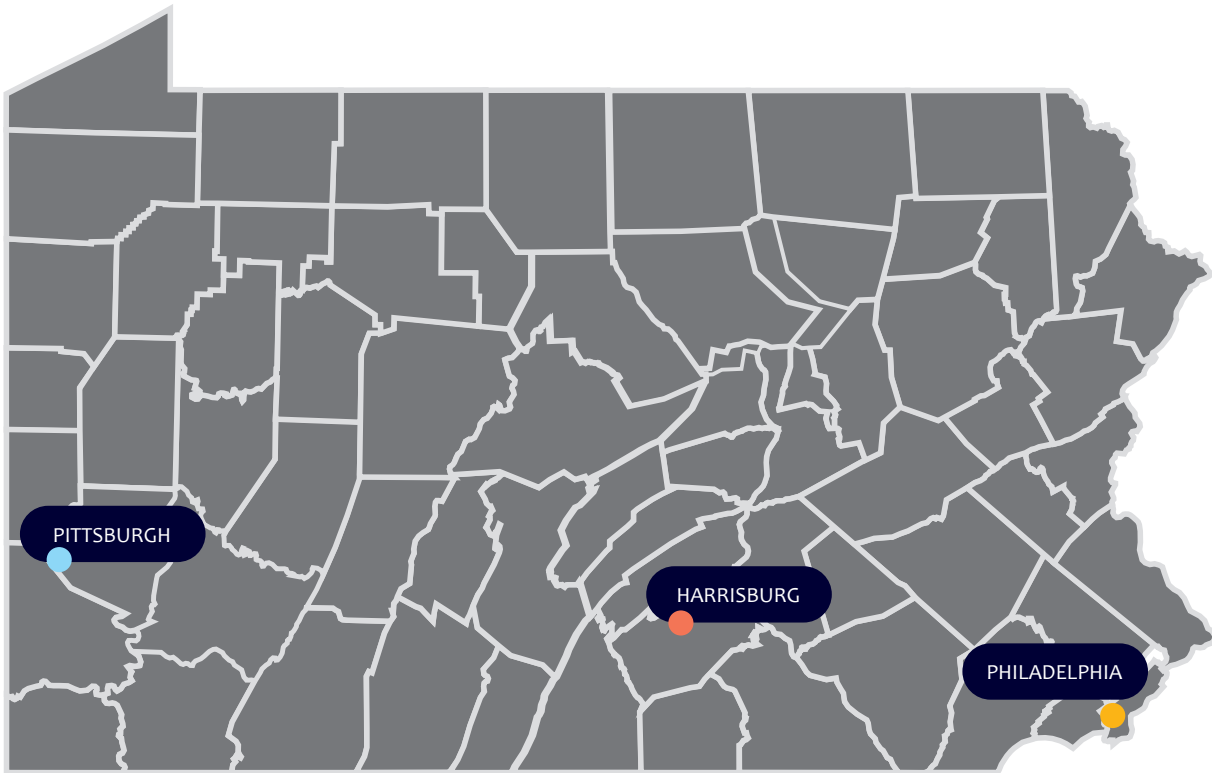
The Commissioners and I, along with the entire Commission staff, thank you for your support this year.

Sincerely,

Jeffrey T. Wallace
Executive Director



State Civil Service Commission Offices



Central Office/Harrisburg
Strawberry Square
Bowman Tower, 4th Floor
320 Market Street
Harrisburg, PA 17101



Eastern Regional Office/Philadelphia



Western Regional Office/Pittsburgh



717-783-8806
RA-CS-EXEC_DIR@pa.gov
Telecommunication Relay Service (TRS) 711
(For hearing, speech impaired or other individuals)



Know Your Civil Service Appeal Rights

As a job seeker or civil service employee for state and applicable covered local government/housing authority job opportunities, you have a right to appeal adverse action(s) to the Commission. Appeals must be filed not more than **twenty (20) calendar days** after you receive notice or become aware of the challenged action(s). If a hearing is granted, the parties present relevant evidence to include documents and witness testimony. After the evidence is presented and the record is closed, the Commission will review the full record and issue a decision (adjudication). Copies of the adjudication are provided to the parties and posted on the Commission's publicly accessible website. Please note, the Commission does not independently conduct separate investigations into allegations raised in an appeal.

For more detailed information about your rights and the civil service appeals process, please visit the Commission's website at scsc.pa.gov.



COMMONWEALTH OF PENNSYLVANIA STATE CIVIL SERVICE COMMISSION APPEAL REQUEST FORM

Information and Instructions

- If you are filing an appeal, you are referred to as an appellant, and you must complete Part I of the Appeal Request Form. Parts II and/or III should be completed as applicable.
- Type or print all information except your signature to avoid a processing delay. A fill-in PDF version of this form is available on the State Civil Service Commission's (Commission) website, www.scsc.pa.gov. This fill-in PDF version can be printed, signed, and submitted via hand delivery or USPS mail. Completed forms may also be submitted by fax or electronically to RA-cs-legalsvcsQandA@pa.gov. If you submit the form by fax or email, you will also need to hand deliver or mail the copy containing your original signature. The date you faxed or emailed the form will be preserved as your filing date.
- It is important to be as specific with details as possible when completing the Appeal Request Form. If you need additional space, attach a separate sheet(s).
- Please attach a copy of the written notice announcing the challenged action upon which you base your appeal to avoid unnecessary delay.
- As the appellant, you must personally sign this form. 4 Pa. Code § 105.12(a)(2). The required signature box is in Part IV, Box O, which is at the bottom of the last page. Failure to sign may cause delay or dismissal of your appeal.
- Make a copy of the completed form for your records. Return the original to the Commission's Legal Services Office at the address shown at the top of the Appeal Request Form.
- Appeals must be received or postmarked not more than **20 calendar days** of when you were notified of the challenged action, or learned of the alleged violation. 4 Pa. Code § 105.12(a)(3).
- You do **NOT** need to send a copy of your completed Appeal Request Form to the employing agency.
- You must keep copies of all documents you submit with this form. If a hearing is granted, you must submit those documents at the hearing.
- You can review helpful information about the appeals process as well as relevant excerpts from the Rules of the Civil Service Commission and Act 71 of 2018 (Civil Service Reform) on the Commission's website, www.scsc.pa.gov.
- Access to information provided herein, though subject to the Right-to-Know law, is restricted to Commission business.
- The Commission's Legal Services Office can provide answers to any procedural questions but cannot provide any legal advice.

Prohibition of Discrimination 71 Pa.C.S. § 2704

Section 2704 of Act 71 of 2018 (Civil Service Reform) prohibits officers or employees of the Commonwealth from discriminating against any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel action with respect to the classified service. The prohibition under this section encompasses both procedural and traditional discrimination.

Procedural discrimination involves a violation of procedures required pursuant to Act 71 or other related Rules. *Traditional discrimination* encompasses claims based on race, gender, religion, disability, political, partisan, or labor union affiliation, or other non-merit factors. Examples of *non-merit factors* include, but are not limited to: military service, dress style, marital status, and other such factors.

Time limits - A person who is aggrieved by an alleged violation of Section 2704 of Act 71 may appeal in writing not more than **20 calendar days** of when they were notified of the challenged action, or learned of the alleged violation. 4 Pa. Code § 105.12(a)(3).

If the Commission determines there has been a sufficient allegation of discrimination, a public hearing will be scheduled.

Form Instructions

Part I

- *Box A Type or print your last name, first name and middle initial. Marking "Mr." or "Ms." is optional.
- Box B Type or print your Commonwealth Employee Personnel ID Number, if you have one. You can find your personnel ID number at the top of your paystub. If you are not a current or former Commonwealth employee, leave this box blank.
- *Box C Type or print an email address where you can be reached. The Commission will use this address when communicating with you regarding your appeal.
- Box D If your appeal is related to Veterans' Preference, mark appropriately.
- *Box E Type or print your current home mailing address. Please do not write your work address.
- *Box F Type or print your available telephone number(s).
- Box G Type or print your latest civil service job title, if you have one.
- Box H Type or print the name of the agency or department your appeal is against.
- Box I Mark the appropriate box. If "other," please explain.
- *Box J Mark the appropriate box.
- *Box K Mark the appropriate box(es) as to *how* and *when* you were notified or made aware of the challenged action you are appealing. If you received a notice in writing, please attach a copy of that notice. Make sure you keep a copy for yourself. If you were not notified of the challenged action, please mark the box.
- Box L Type or print the remedy you are seeking. Examples of remedies include, but are not limited to: modifying or setting aside the challenged action, reinstatement, and/or payment of the portion of salary or wages lost. See 71 Pa.C.S. § 3003(8).

Part II

- Box M This section is for regular status civil service employees only. Mark the appropriate box. You may add additional information on the form or by attaching a separate page.

Part III

- Box N This section is for all regular and probationary status employees as well as job seekers who are asserting discrimination under 71 Pa.C.S. § 3003(7)(ii). Be sure to mark the appropriate box(es) in the first section (*Type of Action Being Appealed*) and also the appropriate box(es) in the second section (*Type of Discrimination Alleged*). Please respond as completely as possible to the questions on the last page in Part III.

For more information regarding the types of appeals, please refer to the Appeals Booklet on the Commission's website, www.scsc.pa.gov. Examples of discrimination are listed on the information page under the heading "Prohibition of Discrimination."

Part IV

- *Box O Sign your name in ink and write the date you signed. Pursuant to 4 Pa. Code § 105.12(a)(2), this document requires an original signature for submission.

* These boxes must be completed to avoid unnecessary delay.

Note: It is the appellant's responsibility to carefully review the hardcopy/printed Appeal Request Form prior to submission to ensure all necessary information is included. The Commission's determination on whether to grant a hearing is based on the information provided on the Form and any supplemental documents.

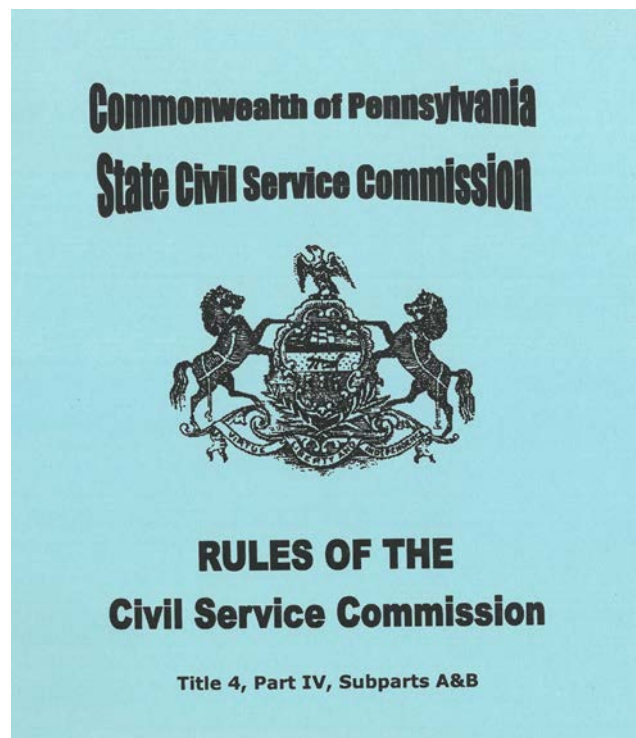


Modernization of Civil Service Commission Rules

Upon implementation of Act 71 of 2018 (Civil Service Reform Act) in March of 2019, the Commission's duties were modified with respect to classified service employment in Pennsylvania. In response to this change, the Commission initiated a multi-phased modernization project to bring the "Rules of the Civil Service Commission" into conformity with the provisions of Act 71 and its current operational practices. Phase one of this project was completed on June 10, 2023, with the publication of Final-Omitted Rulemaking No. 61-13. Under this finalized rulemaking, the Commission focused on deleting sections of its regulations which became obsolete, thereby minimizing any confusion among job seekers and classified service employees at the state and applicably covered local governmental levels.

The Commission's next phase focuses on modernizing its appeal process through Proposed Rulemaking No. 61-14. Under two new proposed regulations, the Commission seeks to clarify and streamline its appeal process for job seekers and classified service employees. This includes clarification on the place of filing, time limitations, and written notice requirements. Additionally, passage of this proposed regulatory package would allow participants in civil service hearings to electronically sign submissions to the Commission. This modern approach to filing will allow participants to file appeals in a more timely and cost-effective manner.

The Commission plans to continue its modernization efforts by providing updates to its regulations in response to the Commission's revised practices under Act 71. Please periodically visit the Commission's website at scsc.pa.gov for the latest information.





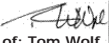
Governor's Advisory Council on Veterans Services

Governor's Executive Order 2013-03, as amended, dated November 4, 2019, established Pennsylvania's first interagency advisory council responsible for promoting a collaborative approach to the delivery of veteran program services among Commonwealth agencies and commissions.

The Advisory Council's purpose is "to review, evaluate, and assess state veterans' programs in collaboration with senior staff from state agencies and commissions; to increase information sharing, ensure program fidelity, coordinate complementary programs; and to facilitate meaningful enhancements in service accessibility to veterans' benefits and services with the Commonwealth of Pennsylvania." As a member of the Advisory Council, the Commission participates in periodic meetings hosted by the Pennsylvania Department of Military and Veterans Affairs (DMVA) to discuss, coordinate, and implement a comprehensive strategy to deliver improved program services to the veteran population of the Commonwealth of Pennsylvania.

In November 2023, Governor Josh Shapiro and First Lady Lori Shapiro hosted an Advisory Council meeting at the Governor's Residence. The purpose of the meeting was to discuss and brief Governor Shapiro about the mission of the Council. Its role is building relationships and promoting available benefits, services, and programs to individuals who have served in the military and organizations representing them.

For detailed information about the responsibilities of the Advisory Council, please visit DMVA's website at dmva.pa.gov, under Pennsylvania Veterans, and Commissions and Councils. This is a great resource to learn more about services and benefits available to veterans.

Executive Order	
Commonwealth of Pennsylvania Governor's Office	
Subject: Governor's Advisory Council on Veterans Services	Number: 2013-03 As Amended
By Direction of:  Tom Wolf, Governor	Date: November 4, 2019
<p>WHEREAS, over eight hundred thousand Pennsylvania residents are veterans who have defended our nation's freedom by serving in the United States Armed Forces, making our Commonwealth home to the fourth (4th) largest population of veterans among the states; and</p> <p>WHEREAS, veterans have unique needs and have earned a wide array of benefits that are fragmented across the federal, state and local levels; and</p> <p>WHEREAS, the Commonwealth of Pennsylvania is committed to providing a structure to provide coordinated, high-quality services to help veterans recognize and access the benefits and services that they earned; and</p> <p>WHEREAS, the Adjutant General, Deputy Adjutant General for Veterans Affairs and the State Veterans Commission are responsible for championing Veterans Affairs at the federal, state and local levels and for ensuring that state veterans' programs and services are coordinated, provided, and delivered in a timely and effective manner; and</p> <p>WHEREAS, there is a continued need to increase collaboration between state agencies to enhance administrative efficiency and optimize services for veterans and their families; and</p> <p>WHEREAS, the delivery of veterans' programs and services requires dedicated and strategic outreach and collaboration between many departments and partners at the federal, state, and local levels; and</p> <p>WHEREAS, a cooperative advisory council would be best suited to bridge the gaps in coordination and communication at the state level and ultimately to enhance the quality of services provided for our veterans and their families.</p> <p>NOW, THEREFORE, I, Tom Wolf, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby formally establish the Governor's Advisory Council on Veterans Services, and do order and direct as follows:</p>	



Council members including Executive Director Jeffrey T. Wallace, back row, right.



SCSC.PA.GOV

The Commission's website serves as an excellent source of information about the services provided by the agency. This site includes information on the following topics:

- Appeal Request Form
- Appeals Information Booklet
- Civil Service Appeal Adjudications
- Civil Service Exempt Positions
- Commonwealth and Supreme Court Decisions (Civil Service Related)
- Frequently Asked Questions
- Public Hearing Notices
- Scheduled Civil Service Appeal Hearings
- Veterans' Preference Eligibility



Current information regarding pending hearings and issued adjudications can be found here. This site is a key resource for employees, attorneys, human resource staff, appellants, and the public to obtain forms for filing appeals and information needed to prepare for hearings. Included is a link to the Appeals Information Booklet and Frequently Asked Questions (“FAQs”) on various topics related to the appeal hearing process. The site also contains links to prior adjudications and recent appellate civil service related court opinions.

During Fiscal Year 2021-2022, the PA Office of Administration, Office of Information Technology (OIT) initiated a project to transition all Executive Branch Agencies, Boards, and Commissions public facing websites to a new site hosted by Publicis Sapient. A goal of the project is to improve the customer service experience as outlined in the following Governor Executive Orders:

- 2019-14 – Establishing a “Citizen-First” Government and Promoting Customer Service Transformation
- 2018-01 – Governor’s Office of Performance Through Excellence
- 2016-07 – Open Data, Data Management, and Data Governance

In collaboration with OIT, the Commission participated in discovery meetings to review current website content for updates/changes, as well as agency operational needs. This project enhances the look, feel, and functionality of the website. Any questions or comments about the website should be sent to ra-cs-exec_dir@pa.gov.



Governor's Hire, Improve, Recruit, Empower Committee

By Executive Order 2024-01 dated May 13, 2024, Governor Josh Shapiro established the Hire, Improve, Recruit, Empower Committee (HIRE). This Committee is comprised of eleven members. They are appointed and serve at the discretion of the Governor. Governor Shapiro's Secretary of the PA Office of Administration (OA) serves as the chairperson. The purpose of the Committee is to "bolster the competitiveness of its (Commonwealth) workforce and deliver better services to Pennsylvanians."

On May 13, the Governor's Office held a public recruitment kick-off event at the Pennsylvania Farm Show Complex & Expo Center in Harrisburg, Pennsylvania to announce the formation of the Committee and promote its overall goals and objectives. Representatives from the Commission attended and participated in this inaugural event.

For more information about the initiative, please visit OA's website at:

https://www.pa.gov/content/dam/copapwp-pagov/en/governor/documents/20240513_HIRE-EO.pdf



Executive Order

Commonwealth of Pennsylvania
Governor's Office

Executive Order 2024-01 – Hire, Improve, Recruit, Empower Committee

Date: May 13, 2024

By Direction of:
Josh Shapiro, Governor

- WHEREAS, the Commonwealth seeks to continue to bolster the competitiveness of its workforce and deliver better services to Pennsylvanians; and
- WHEREAS, the Commonwealth is one of the largest employers in Pennsylvania and is ranked among the top employers in the state for employee satisfaction and among the top in the country by recent college graduates; and
- WHEREAS, the policies and programs of the Commonwealth may serve as a model for other employers in the Commonwealth and as such, the Commonwealth's policies should reflect its position as a model employer; and
- WHEREAS, the Commonwealth is made up of diverse persons from various backgrounds and beliefs who enhance the state's cultural and economic growth; and
- WHEREAS, the percentage of Pennsylvania's population who are foreign-born and speak a language other than English is increasing; and
- WHEREAS, by continuing to strengthen the Commonwealth's recruitment, hiring, development, and retention of high-performing individuals, the Commonwealth can continue to meet the rapidly evolving needs of Pennsylvanians.

NOW, THEREFORE, I, Josh Shapiro, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby establish the Hire, Improve, Recruit, Empower (HIRE) Committee, and do order and direct as follows:



Western Regional Office Relocation

The Western Regional Office (WRO) is located in the City of Pittsburgh, Allegheny County. This office is primarily used to conduct civil service appeal hearings filed by job seekers and civil service employees seeking redress to disputed employment decision(s) and action(s). During this fiscal year, in collaboration with the Pennsylvania Department of General Services, the Commission initiated a project to relocate the WRO. The office will remain within the current building but will occupy a different space. It is anticipated this project will be completed by the fall of 2024.





Staff Changes and Employee Recognitions

Making News



Maria P. Donatucci

City & State Pennsylvania

City & State Pennsylvania magazine celebrated “The 2023 Labor Power 100” in its September 2023 edition. This award recognized the top 100 Pennsylvanians who are active or have supported the Pennsylvania labor movement. Chairwoman Donatucci was named to the “The Labor Power 100” and ranked 68th on the list. Congratulations Chairwoman Donatucci for this recognition and distinguished award.

Fresh Start Program 20th Anniversary 2023

The Fresh Start Program, an after-school program providing youth support services, based in Yeadon, Darby, and Sharon Hill, Pennsylvania communities, celebrated its 20th year anniversary in September 2023. Chairwoman Donatucci was acknowledged with a “Special Presentation” for her unwavering support and multi-year commitment to the program and its goals. Chairwoman Donatucci was honored to be recognized and offers her best wishes to the program for its continued success.

Appointment



Kathryn DeLorme

In August 2023, Kathryn DeLorme joined the Commission’s Legal Services Office as a Clerical Assistant. Ms. DeLorme spent sixteen years in Customer Service as Assistant Team Lead working with students and families as they navigated college life. She was also an integral part of college administrative services. Ms. DeLorme and her husband enjoy watching the Phillies and Eagles, are avid gamers, and enjoy small town life with their senior pup.



Appointment

Leah Albert

Leah Albert began her service as an Administrative Officer with the Commission in April 2024. Before joining the Commission, Ms. Albert spent two years with the Pennsylvania Department of State directly supporting the Deputy Secretaries of Regulatory Programs and Elections as well as other Executive Office staff including the Secretary of the Commonwealth. Ms. Albert possesses a bachelor and master degree and previously worked twelve years in higher education.

Reappointment



Frederick C. Smith

Effective October 23, 2023, Frederick C. Smith was reappointed to the Commission to serve as a Civil Service Hearing Officer. In this role, Mr. Smith will support the Commission's civil service appeal activities. Mr. Smith previously worked as Chief Counsel of the Legal Services Office for the Commission. After providing thirty-four years of exceptional service to the Commission and Commonwealth of Pennsylvania, he retired in September of 2018. Welcome back Mr. Smith and thank you for your continued service.



Retirement



Douglas G. Brenner

Effective December 2, 2023, Douglas G. Brenner retired from the Commission after providing twenty years of exceptional service to the Commission and Commonwealth of Pennsylvania. Congratulations Mr. Brenner and best wishes in retirement. Thank you for your service.

In Memoriam

William (Bill) J. Bauer

Former Commission Executive Director, William (Bill) J. Bauer passed away February 24, 2024. Mr. Bauer served as Director of the Commission from December 1990 to March 1992. During his years of service, he held a variety of roles within the Commission and other Commonwealth agencies.

Elizabeth (Beth) H. Kury

Former Commissioner Elizabeth (Beth) H. Kury passed away October 7, 2024. Commissioner Kury was appointed to the Commission by former Governor Bob Casey in 1989 and served one six-year term.



From left: Ethel S. Barnett, former Commissioner; Therese L. Mitchell, former Chairman; Elizabeth H. Kury, former Commissioner.

Back Row: William J. Bauer, former Executive Director.



From left: Elizabeth H. Kury, former Commissioner; Ethel S. Barnett, former Chairman; Charles J. Lieberth, former Commissioner.

Back Row: William J. Bauer, former Executive Director.



Employee Recognitions

Laura J. Knittel - 15 Years of Service



From Left: Pamela M. Iovino, Commissioner; Jeffrey T. Wallace, Executive Director; Laura J. Knittel, Chief of Appeals; Maria P. Donatucci, Chairwoman; Gregory M. Lane, Commissioner.

Elizabeth C. Lawson - 15 Years of Service



From Left: Pamela M. Iovino, Commissioner; Jeffrey T. Wallace, Executive Director; Elizabeth C. Lawson, Chief Counsel; Maria P. Donatucci, Chairwoman; Gregory M. Lane, Commissioner.



Johnathan D. Buchanan - 5 Years of Service



From Left: Pamela M. Iovino, Commissioner; Jeffrey T. Wallace, Executive Director; Johnathan D. Buchanan, Assistant Counsel; Maria P. Donatucci, Chairwoman; Gregory M. Lane, Commissioner.

Sarah C. Osmolinski - 5 Years of Service



From Left: Pamela M. Iovino, Commissioner; Jeffrey T. Wallace, Executive Director; Sarah C. Osmolinski, Assistant Counsel; Maria P. Donatucci, Chairwoman; Gregory M. Lane, Commissioner.



Administrative Services

The Commission's Administrative Services Office (ASO) provides a variety of essential services necessary to maintain ongoing operations. ASO responsibilities include budget and fiscal control as well as general administrative duties.

Budget and fiscal control responsibilities include preparing and submitting the agency's annual budget request, legislative hearing materials and re-budget documents. This office is the designated liaison to the Governor's Budget Office. ASO monitors fiscal activity, prepares expenditure and encumbrance reports and detailed budgetary projections to determine availability of funds. This office also calculates and prepares customer agency merit system invoices and other billings and monitors receipt of payment.

ASO is the designated safety coordinator responsible for developing and maintaining the agency Accident and Illness Prevention Program. This includes attending training and preparing and submitting periodic reports.

Procurement related responsibilities include purchasing goods and services, equipment, maintenance and repair agreements, rental agreements, office supplies, etc. ASO is required to maintain and implement Commission and Commonwealth policies and procedures.

Facilities management involves working with the Pennsylvania Department of General Services (DGS), the Comptroller's office and vendors related to leasing, renovating and maintaining office space.

ASO is responsible for human resource related duties and serves as a liaison to the General Government Delivery Center in the PA Office of Administration.

By participating in video technology conferences and serving as organizers during hearings, ASO serves a vital role in supporting the Commissioners and the Legal Services Office.

General administrative functions are comprised of duties necessary to support Commission complement and operations. These duties include oversight of internal security and other activities.

Serving as the Commission's representative, Ms. Bernadette Hatok, Director of ASO, participates in the Pennsylvania Emergency Management Agency's (PEMA) planning and emergency preparedness exercises. On April 2 and June 11, 2024, Ms. Hatok participated in exercises and was assigned to work in PEMA's Joint Information Center (JIC). JIC staff is responsible for preparation of press releases and press conference talking points during emergencies.



Audits and Exemptions

On June 28, 2018, former Governor Tom Wolf signed into law Act 71 of 2018. This Act authorized the Commission to conduct periodic audits of the classified service to ensure compliance with the law and regulations promulgated by the PA Office of Administration and to audit the application of veterans' preference to ensure compliance with the Military and Veterans Code, 51 PA.C.S. PT. V.

The audit program provides an objective analysis of information needed to make decisions necessary to create and sustain a modern merit system of employment within the Commonwealth and applicable local government workforce that promotes hiring, retention, and promotion of qualified job seekers. These audits provide an independent, objective, nonpartisan performance assessment of the merit employment system within the Commonwealth.

Copies of completed audit report(s) of the classified service are posted to the Commission's website under [Audits and Exemptions](#).

Act 71 of 2018 defines which positions in the Commonwealth of Pennsylvania workforce are merit covered. These positions are commonly referred to as civil service. The law identifies positions that may be exempted from the classified service such as those that participate in policy decisions or those hired for a fixed or limited term. The Commission reviews policy and limited term exemption requests and determines whether these positions should remain in or be exempted from the classified service.

During Fiscal Year 2023-2024, the Commission reviewed and approved eighteen exemption requests from the following agencies; Commonwealth of Pennsylvania Governor's Office, Pennsylvania Department of Conservation and Natural Resources, Pennsylvania Department of Education, Pennsylvania Department of Environmental Protection, Pennsylvania Department of Health, Pennsylvania Emergency Management Agency, Pennsylvania Insurance Department, Pennsylvania Liquor Control Board, Pennsylvania Public School Employees' Retirement System, and Pennsylvania State Employees' Retirement System.



Legal Services

The Legal Services Office (LSO) provides support to the State Civil Service Commissioners in their role as adjudicators conducting hearings of disputed personnel actions. LSO prepares appeals for review at the Commission's monthly meetings and distributes orders and hearing notices based on rendered decisions. LSO also provides legal advice to the Commission's Executive Director and staff.

In Fiscal Year 2023-2024, hearings were primarily conducted using video conferencing. This process has been fine-tuned by adjusting procedures as needed. Feedback from appellants, appointing authority attorneys, and other parties remains positive.

The LSO continues to work on updating and modernizing its processes and procedures. Work on updating the LSO Docket System is on-going. As part of this process, LSO revised the appeal form to improve data collection from appellants. LSO also proposed a regulation to permit the use of an electronic signature on the appeal request form.

The Civil Service Appeal Activities Report shows statistical information on the volume, source, subject matter, and final disposition of civil service appeals. (See pages 17 - 18)

Type of Action Being Appealed*

Appointment
Compensation Change (with noted exceptions)
Demotion
Denial of Leave of Absence
Denial of Veterans' Preference
Downward Reclassification
Eligibility
Employee Performance Review
Extension of Probationary Period
Forced Resignation
Furlough
List Removal
Other
Promotion
Reassignment
Removal
Suspension
Transfer

Type of Discrimination Alleged

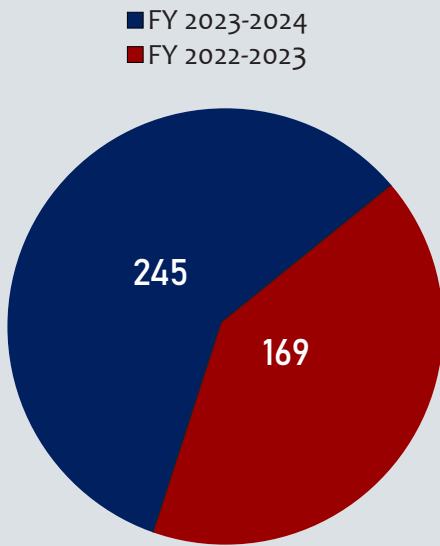
Age
Disability
Disparate Treatment
Labor Union Affiliation
National Origin
Other Non-Merit Factors
Political Opinion/Affiliation
Race
Retaliation
Religious Opinion/Affiliation
Sex
Violation of Act 71 of 2018/Rules/Regulations

***Note:** Oral and written reprimands, and Interim Employee Performance Reviews are not appealable actions.



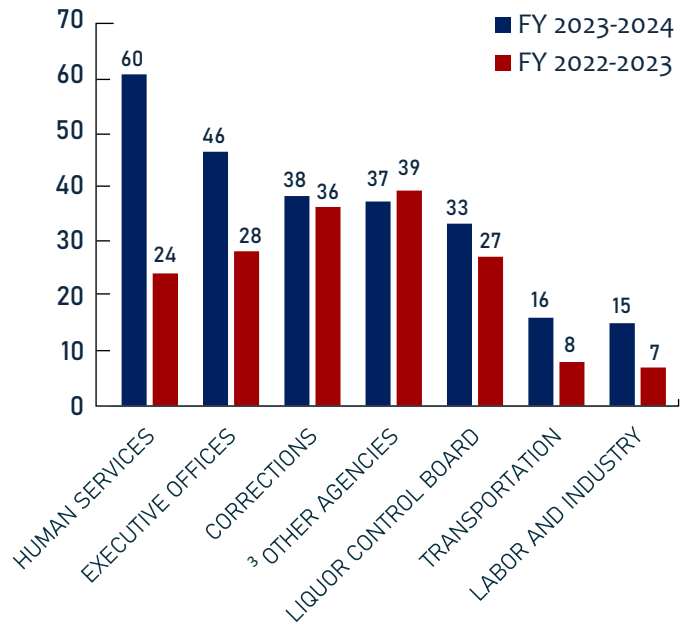
Civil Service Appeal Activities

Appeals Filed ¹



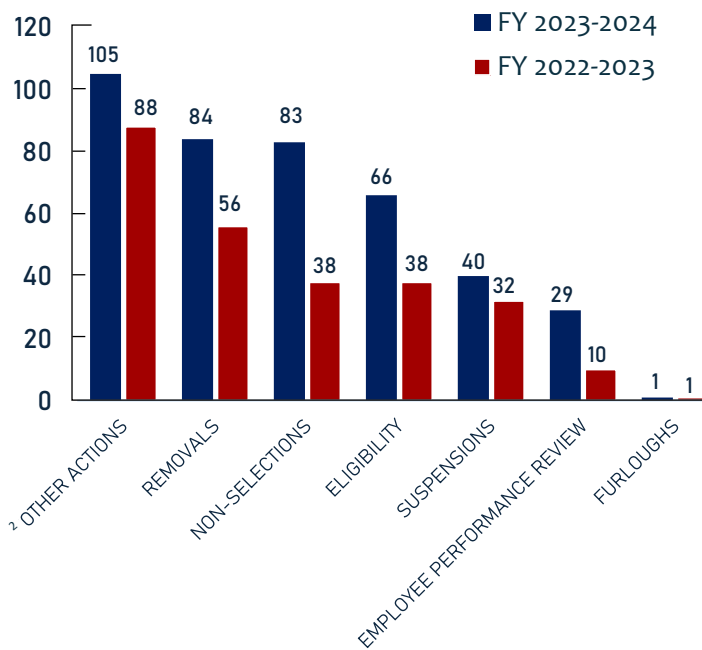
¹ Number of "Appeals Filed" does not equal appeals by "Personnel Actions" or "Activity" since more than one personnel action can be appealed and more than one appeal activity can be initiated.

Appeals by Agency



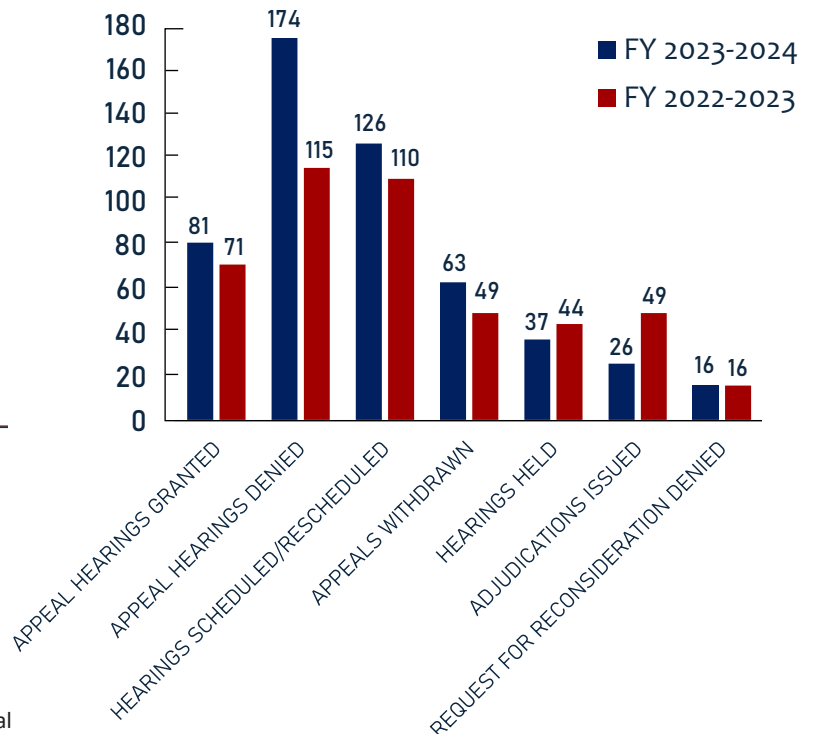
³ Includes state and local government covered agencies.

Appeals by Personnel Actions



² Appointment, compensation change (except salary increment, general pay increase or special pay such as, overtime or temporary out-of-class work), demotion, forced resignation, leave of absence, list removal, promotion, reclassification, reinstatement, transfer, etc.

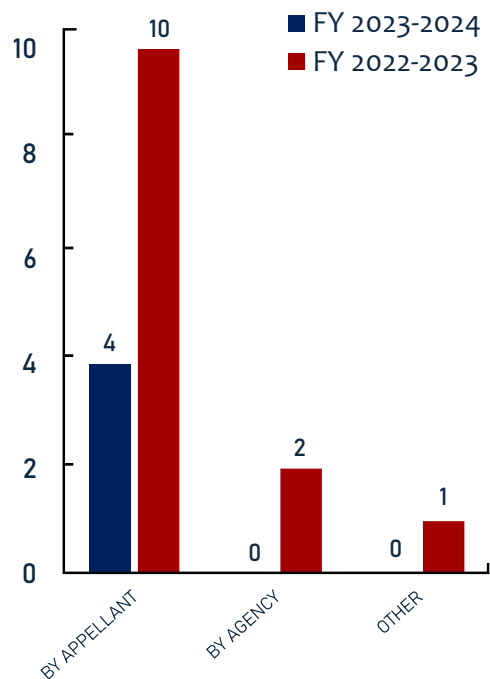
Appeals by Activity ⁴



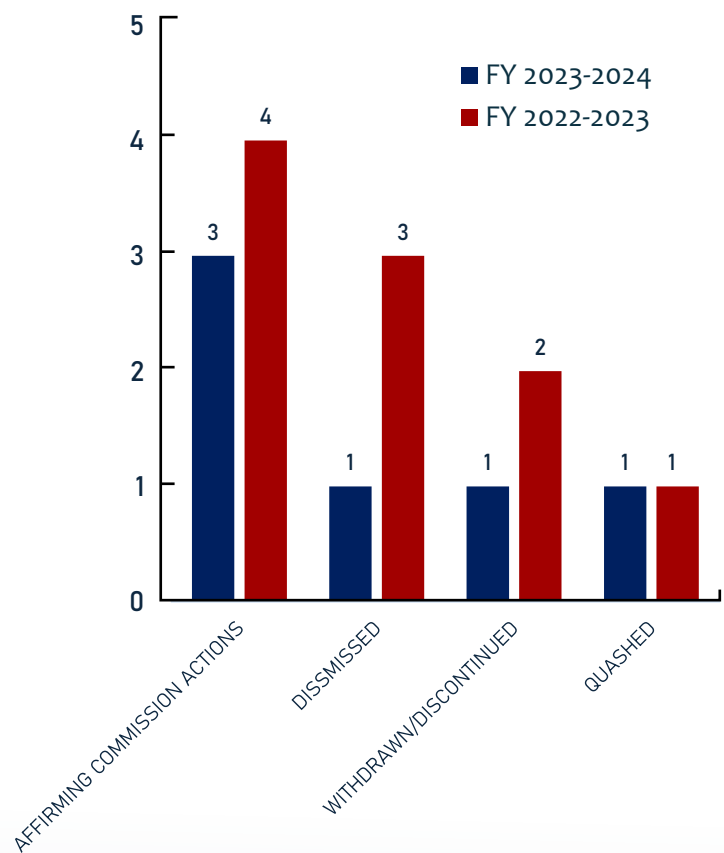
⁴ There were no requests for reconsideration granted.



Petitions of Commonwealth Court of Pennsylvania



Decisions of Commonwealth Court of Pennsylvania⁵



⁵ The court did not reverse any Commission actions nor remand any decisions back to the Commission.



This annual report of the
Pennsylvania State Civil Service Commission
highlights Fiscal Year July 1, 2023 - June 30, 2024

Published:
Pennsylvania Department of General Services
Bureau of Publications

Comments:
Michele Whiting, Administrative Professional
ra-cs-exec_dir@pa.gov



Pennsylvania
**State Civil Service
Commission**



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