

## Article - State Personnel and Pensions

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§7-202.

(a) When a skilled service or professional service position is to be filled, the unit shall complete a position selection plan for the position.

(b) A position selection plan shall contain the information about the position that the Secretary requires, including:

(1) a position description described in § 7-102 of this title;

(2) the minimum qualifications for the class of the position and any selective qualifications required for appointment to the position;

(3) any limitations on selection for the position, including those that limit consideration to:

(i) current State or unit employees;

(ii) current contractual employees;

(iii) promotional candidates; or

(iv) candidates indicating a willingness to work in a location; and

(4) if applicants for the position are to be recruited, the:

(i) location for submitting applications;

(ii) manner for posting the position announcement in the unit;

(iii) method and length of time for advertising the position;

(iv) closing date to receive applications for the position;

(v) plan of development of any selection test to be administered to qualified applicants; and

(vi) duration of the list of eligibles that results from the recruitment.

(c) The appointing authority shall:

(1) approve or disapprove each position selection plan;

(2) authorize funding for approved plans; and

(3) send a copy of an approved selection plan to the equal employment

opportunity officer of the unit.

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