

ROPSSA Employee Manuals - Compiled Policy Report

This report synthesizes information from various versions of ROPSSA's employee manuals and highlights any contradictions or significant changes identified by the LLM.

Policy Area: 7. Employment

****CONTENTS****

- * 7.1. Hiring Process
 - * 7.1.1. Application Procedures
 - * 7.1.2. Employment List
 - * 7.1.3. Open List
 - * 7.1.4. Probationary Employees
 - * 7.1.5. Recruitment and Selection
 - * 7.1.6. Merit Principles
- * 7.2. Employee Classification

****PART 1: SYNTHESIZED CONSISTENT POLICY (EXACT QUOTES ONLY)****

- * 7.1.1.3. All personnel recruitment requirements shall be announced through notice of position vacancies published and distributed throughout the Republic of Palau, as practicable. Efforts shall be taken to assure that vacancy announcements reach all segments of the population in order to assure equal opportunity for all citizens.
- * 7.1.1.5.4. No person shall be appointed to, employed, and/or paid for service in the SSA until that position has been duly established and allocated to its proper class and salary by the Board.
- * 7.1.3. Open list is a list of eligible applicants established pursuant to a vacancy announcement and containing names of candidates from outside and inside the Social Security Administration. This list shall contain names of all who applied and were found to be eligible. The List of Eligibility is a list of candidates who applied and were certified to be qualified to fill the vacant position within the Social Security Administration.
- * 7.1.4. A probationary employee has not attained permanent employment status and is thus not eligible to be on the list.
- * 7.1.5. The evaluation will consist of various combinations as appropriate to the position, as follows: (a) practical written examination, (b) performance test and/or work sample, (c) oral examination (interview), (d) rating of training and experience, (e) background and reference check, and (f) physical examination.
- * 7.1.6. Merit principles of recruitment and selection shall be consistently applied in the hiring process.

****PART 2: CONTRADICTIONS AND SIGNIFICANT CHANGES****

No contradictions or significant changes in policy were identified for this policy area.

--- Raw Context Provided to LLM ---

*--- Source: Employee_Manual_2023.pdf, Page/Chunk: 4, Section: 7.1 ---
employment and nondiscrimination in all Social Security Administration
programs and activities.*

*7.1.1.3. All personnel recruitment requirements shall be announced through
notice of position vacancies published and distributed throughout the Republic
of Palau, as practicable. Efforts shall be taken to assure that vacancy
announcements reach all segments of the population in order to assure equal
opportunity for all citizens.*

*7.1.1.3.1. Prior to an external announcement of a position vacancy, the
Social Security Administration shall announce the position internally
and determine whether there are any existing employees on the
Promotion List (as described in Section 7.1.5) that meet the
qualifications of the announced position and shall consider these
individuals first.*

*--- Source: Employee_Manual_2023.pdf, Page/Chunk: 5, Section: 7.1 ---
consistent with the merit principles of recruitment and selection shall
be based on education, ability, knowledge, attitude, and skills.*

*7.1.1.5.4. No person shall be appointed to, employed, and/or paid for
service in the SSA until that position has been duly established and
allocated to its proper class and salary by the Board.*

7.1.2. Employment List:

*7.1.3. Open List: Open list is a list of eligible applicants established
pursuant to a vacancy announcement and containing names of
candidates from outside and inside the Social Security Administration.
This list shall contain names of all who applied and were found to be
eligible. The List of Eligibility is a list of candidates who applied and*

*--- Source: Employee_Manual_2023.pdf, Page/Chunk: 4, Section: 7.1 ---
7.1. The purpose of this section is to provide policies for the orderly hiring of
employees for the various positions within the Social Security Administration.*

7.1.1. Policies

*7.1.1.1. All personnel recruitment and all rules and regulations governing
personnel in the Social Security Administration shall not discriminate on the
basis of race, color, sex, religion, or age. Equal employment opportunities shall
be provided to all applicants and employees.*

*7.1.1.2. The Administrator and all Social Security Administration employees
shall engage in affirmative action programs to assure equal opportunity in
employment and nondiscrimination in all Social Security Administration
programs and activities.*

*--- Source: Employee_Manual_2023.pdf, Page/Chunk: 5, Section: 7.1 ---
eligible. The List of Eligibility is a list of candidates who applied and
certified to be qualified to fill the vacant position within the Social Security
Administration.*

*7.1.4. A probationary employee has not attained permanent employment
status and is thus not eligible to be on the list.*

--- Source: Employee_Manual_2023.pdf, Page/Chunk: 5, Section: 7.1 ---

shall be job related in nature designed to reveal the capacity of the applicant to successfully perform the duties of the position for which the individual is applying.

7.1.1.5.1. The evaluation will consist of various combinations as appropriate to the position, as follows: (a) practical written examination, (b) performance test and/or work sample, (c) oral examination (interview), (d) rating of training and experience, (e) background and reference check, and (f) physical examination.

7.1.1.5.2. All eligible applicants shall be certified, ranked, and placed on an eligible list. Selections shall be made from eligible list.

7.1.1.5.3. Selection of eligible applicants shall be accomplished consistent with the merit principles of recruitment and selection shall
