

## **Selective Placement Program**

The success of CMS's large and vital programs depends on the ability of CMS staff. Persons with disabilities may be considered for employment under special non-competitive appointment authorities, from grades 1 through 15, covering a variety of career fields:

- Health Insurance Specialists
- Computer Specialists
- Management Analysts
- Economists
- Social Science Research Analysts
- Budget Analysts
- Accountants
- Actuaries
- Public Affairs and Communications
- Administration and Management

Opportunities in the above career fields include clerical, technical, administrative, and professional occupations.

## **About the Program**

Selective placement programs are organized action plans and procedures which provide the framework for Federal agency implementation of law and executive branch policy on the hiring, placement, and advancement of persons with disabilities, including disabled veterans, as well as rehabilitated offenders. The programs are designed to assist qualified individuals with disabilities to obtain, retain, and advance in employment consistent with their level of skills and abilities and their capacity for safe and efficient job performance. Emphasis is on ability rather than disability.

## **Special Appointing Authorities**

To facilitate the employment of individuals who have severe physical or mental impairments, CMS, along with all other Federal agencies, uses the following special appointing authority:

**Schedule A appointment** is for persons with disabilities who have been certified by a State or Veterans Administration counselor.

## **Conversion to Competitive Service**

After two years of successful performance in a continuing position, an employee serving in the excepted service under Schedule A may be noncompetitively converted to a career-conditional appointment.

## **Special Accommodations**

When CMS hires a person with a disability, efforts are made to accommodate the individual by removing or modifying barriers to his or her ability to enable effective performance of the essential duties of the position. Below are some ways in which an individual's needs may be matched with the requirement of the job:

- Interpreters for the hearing impaired

- Readers for the visually impaired
- Modification of job duties
- Restructuring of work sites
- Alteration of work schedules
- Acquisition of special equipment or furniture
- Personal assistance when needed

### **Role of Agency Coordinator**

The CMS Selective Placement Coordinator works closely with the Department of Vocational Rehabilitation in an effort to match the skills and other qualifications of applicants with the jobs available in CMS. When an appropriate candidate is identified, the Coordinator circulates the resume to CMS's management officials for review and consideration. In addition, the resume is maintained for future reference if an appropriate position is not immediately available.

### **How to Apply**

To receive consideration in CMS, please submit the following information:

1. Application for Federal Employment or resume
2. A letter of certification from a Department of Vocational Rehabilitation (DVR) Counselor. This letter should provide the following information:
  - Nature and severity of the disability
  - A statement that you are work ready and certifiable for a Federal Schedule A appointment
  - Name of DVR counselor and telephone number
3. College transcripts, if college graduate or higher

### **Completing Your Application**

It is to your benefit that you are clear about the positions and lowest grade you are willing to accept. It is also important that you clearly describe your experience, training, and major accomplishments. If you have taken college courses, or have a degree, be sure to include a transcript. In some cases, directly related education may be substituted for specialized experience. Your experience or education must demonstrate the technical knowledge and level of responsibility that will qualify you for the position.

### **For More Information:**

Selective Placement Coordinator  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard, MS C2-13-13  
Baltimore, Maryland 21244-1850

Relay: 1-800-735-2258

TTY: 410-786-0727

E-mail: CMSRecruitment@cms.hhs.gov

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