STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL

STANDARD OPERATING PROCEDURE

II. OUT-OF-STATE RECRUITMENT

A. Purpose

The purpose of this SOP is to provide human resources managers with guidelines for requesting out-of-state recruitment and with procedures of the Division of Personnel/OEEO in approving and processing these requests. Out-of-state recruitment is reserved for those job classes where a sufficient number of interested and qualified Alaskans have not applied after extensive recruitment within the state.

B. Scope

This SOP applies to all job classes subject to the merit system of employment.

C. Authority

AS 39.25.150(3), Personnel Rules 2 AAC 07.040, 2 AAC 07.045, and 2 AAC 07.085(b).

D. Criteria

Out-of-state recruitment requests must be approved by the director of the Division of Personnel/OEEO. The following criteria must be satisfied prior to the approval of an out-of-state recruitment request:

1. There must have been a recent in-state recruitment period of at least 30 days.

2. In-state advertising must have been conducted in major population areas and in the location of a specific vacancy.

3. In-state recruiting resulted in an insufficient eligible list.

4. Other viable means of filling the position must have been explored such as using a related eligible list, making a provisional appointment or subfilling the position.

Under Vacancy Based Recruiting a job class may not be open to recruitment at the time an agency requests opening recruitment out-of-state. In analyzing whether the criteria has been satisfied, the recruiting history during the preceding open recruitment period is relevant.

Relevant history includes whether recruitment out-of-state was authorized at that time, how long ago recruitment occurred, and the success or failure in attracting qualified residents. In addition, labor market information regarding any likely change in

availability of residents should be analyzed.

E. Procedure

1. Request

The department human resources manager is responsible for requesting to open recruitment out-of-state by submitting Form 02-225, Request for Recruitment, (Addendum A). All portions of this form must be completed. The justification portion must provide sufficient information to demonstrate the above criteria have been met. Copies of worked eligible lists or annotated "T-selects" must be attached to show that the existing list is insufficient.

Portions of the Request for Recruitment requiring statements regarding related lists, subfills and any other methods considered in filling the vacancy and why the Alaskan work force cannot supply adequate candidates for the job class must be completed.

2. Approval

The supervisor of the Public Services Unit analyses the request and if approval seems appropriate, prepares a memorandum through the section chief to the director, Division of Personnel/OEEO, requesting approval to recruit outside of Alaska.

No department has the authority to approve out-of-state recruitment for any classified service position. This authority is not delegated to operating departments.

Any request denied by the unit supervisor, section chief, or director is returned to the department with a memorandum of explanation.

Approved requests proceed at the earliest possible time.

Approval by the director may be accompanied by a limited, specific time frame for completing the out-of-state recruitment effort. These time frames are usually from 60 to 90 days.

3. Recruitment

Out-of-state recruitment is launched after the preparation of recruitment material is completed.

a. Public notice

STANDARD OPERATING PROCEDURE

Required public notice of open recruitment is accomplished through recruitment bulletin mail out following normal procedures.

b. Advertising

In-state advertising is placed as requested on the recruitment request form or in discussions with Public Services Unit staff.

Out-of-state advertising may be placed through Thompson Recruitment in Seattle. This agency provides potential advertising approaches, costs estimates and suggestions for any direct mail approaches.

When requested by departments, the Public Services Unit will directly place advertising with publications.

Final orders are placed only with concurrence of the requesting department.

The requesting department is charged for all advertising costs.