



Personnel and Labor Relations Classification Services Guidance

December 16, 2015

Early Recruitment Guidance

The following guidance is provided for when a hiring manager has asked to post a job announcement on Workplace Alaska (WPA) and the position description (PD) has been submitted to and/or is currently in Classification Services for review.

Department Recruitment staff can begin the recruitment process at an agency's request while a submission for that position is still in Classification Services for review. This could happen for any type of vacant submission (Update, Reclass Down, Reclass Up, BU Change, Flexible Staffing request, etc.). Department Recruitment staff will contact the Individual Allocations Team Lead (depending on the agency) **as soon as** early recruitment has been requested by the hiring manager. This will allow Classification Services to gauge each individual scenario such as a filled position becoming vacant while it's in Classification Services; and/or advise Recruitment staff on any issues there may be with the submission, i.e. suspension due to waiting for OMB approval, an associated PD, information from a supervisor, or addressing flexible staffing training plan issues. Recruitment will inform the agency that they may not make a job offer or a hire until the submission is finalized and public in OPD. The agency will also be informed that by starting the recruitment early, they run the risk of the position not being allocated to the level or job class they requested, at which point they would need to pull the existing recruitment and it will be closed out by recruitment staff as "No hire made". This practice excludes positions recruited through the Labor, Trades, & Crafts (LTC) hiring hall.

If a hiring manager asks to recruit early for a position that is requesting flexible staffing, Recruitment staff will ask the hiring manager the following questions:

- Have you contacted Classification regarding the appropriateness of flexible staffing for this position? (Recommended in AAM 130.270.)
- Has Classification reviewed the flex training plan to ensure that it meets the required criteria listed in AAM 130.270?

If the answer is "no", Recruitment staff should let the hiring manager know that they need to contact Classification Services Individual Allocations Team Lead to ensure the request meets the flexible staffing requirements. Neglecting to contact Classification Services may result in delays in processing the request (i.e. issues arise during review regarding the appropriateness of flex staffing, the validity of the flexible staffing training plan, or if the duties listed for each level of the flex scenario are not clearly identified as different from each other). In some cases the submission may need to be returned to the agency and the recruitment closed as "No hire made".

Please Note: If a submission is still in the OPD workflow (at the origination, supervisor, division, or department step) when recruitment is requested, the Individual Allocations Team Lead will not be able to offer a recommendation regarding early recruitment since the submission has not yet reached Classification Services. (At that point, Recruitment would be moving forward based on the duties and job class listed in the PD of record.)

If you have any questions, please contact either of your Classification Services Team Lead.