WorkPlace Alaska Guidelines

Permanent Position Description:

As a hiring manager/supervisor, you are responsible for reviewing the Position Description (PD) of record prior to the recruitment and selection process. Contact Employee Records at 465-2191 or 465-3380, or email doa.dop.employeerecords@alaska.gov , for a copy of the PD of record.

The hiring manager/supervisor must ensure the PD is updated, and must **update a PD when one or more of the following has occurred:**

- The supervisory authority assigned to the position is changed or modified (e.g., direct report positions added, changed, deleted, etc.)
- Assignment of a new primary duty (the main duty for which the position exists to perform)
- A shift in the position's focus (e.g., responsibility shifts from reviewing a form for completeness to approving the action request on the form, OR the position supports Program B while its PD indicates it supports Program A)
- The mission, goals, or objectives of the position, or the program the position support changes (e.g., new statutory mandates alter the program function, department executive team establishes new goals or mission that impacts the work performed by the position in question)
- Essential duties have been added, deleted, or modified
- The physical requirement and potential hazards section has been modified. This information is necessary to ensure compliance with the Americans with Disabilities Act (ADA) and OSHA bloodborne pathogens standards.

In addition, the Departmental Administrative Services Director (ASD) or the equivalent must be in agreement that the PD accurately reflects the current duties. This list is not exhaustive; if you feel there are other areas of the PD that have substantially changed, then you will need to update the PD prior to the recruitment and selection process.

The above requirement does not affect current practice of allowing a hiring manager to post a job announcement on Workplace Alaska while the PD is submitted and concurrently being reviewed for **update** though Classification. Recruitment staff in your Agency HR Office will not approve any requests for hire approval until the PD has been finalized though Classification.

If for any reason the PD update process changes the title, range, bargaining unit, location, alters the job responsibilities of the position, etc., the recruitment will be closed as 'no hire made' and you must begin a **NEW** recruitment and selection process.

Layoff and Injured Worker:

All bargaining unit agreements have contractual requirements regarding layoff and injured worker candidates which stipulate they have rights superceding any other claims in filling positions. For the majority of bargaining units, the determination is made prior to the job request being posted. However, the GGU differs - if a Layoff or Injured Worker becomes available at any time during the posting period for a position, that individual may have rights to the position. The Division of Personnel & Labor Relations will alert the hiring manager of the existence of an eligible Layoff or Injured Worker candidate for a recruited position.

Pre-Interview Selection Criteria:

Pre-interview selection criteria must be documented in the Manager's Job Request (MJR) in the Hiring Manager Comments area prior to posting. This criteria determines which applicants will be granted further consideration. Those applicants receiving further consideration must meet minimum qualifications (MQ's) before going any further in the recruitment and selection process. This includes bargaining unit members, veterans and underutilized applicants. Applicants who fail to meet any part of the MQs (educational requirement, experience requirement, etc.) must be eliminated from competition and receive no further consideration. If you are uncertain whether an applicant meets minimum qualifications and/or your pre-interview criteria, contact recruitment staff in your Agency HR Office.

Scope of Recruitment:

Hiring managers are encouraged to open recruitment on a long-term basis, if applicable, and to 'All Applicants' as appropriate. To maximize applicant pools, hiring managers are encouraged to cast the

widest net possible to attract many potential candidates. Please note, when jobs are open to out-of-state applicants, in-state residents receive 10% preference in scoring. For additional information about preference, refer to the ***Additional Preference*** section below.

Hiring managers who open recruitment to Department Employees Only/All State Employees/CEA Bargaining Unit Only will not permitted to broaden the scope of recruitment to AK Residents Only/All Applicants. Hiring managers must close out their existing recruitment and open a new recruitment with their requested scope of recruitment. This does not preclude a hiring manager from broadening a scope of recruitment from Department Employees Only to All State Employees, or AK Residents Only to All Applicants.

Alaska Residents Only or All Applicants recruitments: applicants can have permanent, probationary, or non-permanent status.

Department Employees Only or All State Employees recruitments: applicants **must** have permanent state status. Permanent is defined as holding permanent status in ANY job class in the current period of employment. Current employment is the recent employment period that has no break in service. You will need to contact payroll staff in your Agency HR Office to verify permanent status before offering an interview. If an applicant indicates in their profile or JQS that they have probationary, nonpermanent status or exempt, you **may not** consider them.

Transfers / Rehires: Applicants who indicate they have transfer or rehire rights can be considered without any further working of the list. Injured Workers and Layoff individuals may have preference over a rehire or transfer. Check with recruitment staff in your Agency HR Office if there are any such employees before proceeding. You will also need to confirm an applicant's rights with recruitment staff in Agency HR Office prior to offering an interview.

Experience/Minimum Qualifications:

Work experience and education must to be documented in an applicant's Application Package. It is the hiring manager's responsibility to review the applicants' Application Packages to ensure minimum qualifications (MQs) are supported and clearly met. If the hiring manager has difficulty determining minimum qualifications, contact recruitment staff in your Agency HR Office for assistance.

If MQs are not met, the applicant will not advance to the interview and selection phase of the recruitment.

Education:

If post-secondary education is required to meet the minimum qualifications, applicants must fill in the Education and Training section of the Applicant Profile. If they have not obtained a degree, they need to indicate the number of credit hours earned in the Degrees Obtained field. Copies of transcripts will be required at time of interview. These transcripts need to be faxed or emailed to recruitment staff in your Agency HR Office to verify the MQs are met.

Convictions:

All applicants are required to disclose any felony conviction received at any time, or a misdemeanor conviction in the last five (5) years. An applicant possessing a conviction may be interviewed without prior approval of recruitment staff in your Agency HR Office.

Some divisions have internal policies for criminal conviction and background checks that are more extensive and supercede the instructions below. Managers in those divisions must follow internal procedures.

Only when a direct nexus between the nature of the offense and the work of the position can be shown might a conviction be considered a bar to employment. This is determined by the Division of Personnel & Labor Relations on a position-by-position basis. For example, because an individual cannot be hired into a certain clerical position does not mean he/she will be barred from competing for other clerical positions.

If you believe it is inappropriate to interview an applicant due to the nature of the offense, contact recruitment staff in your Agency HR Office for guidance.

Applicants with convictions are required to provide documentation of the offense. A copy of the judgment for felony convictions, or the required written explanation of a misdemeanor are mandatory. The hiring manager may ask for other documentation necessary to determine the nature and relationship of the offense to the work of the position, including conditions of probation, suspended imposition of sentence, expunged,

etc. The applicant must provide this explanation and clarifying information before going forward in the selection process or the applicant will be considered non-responsive. WPA does not provide a method to transmit this information, so the manager notifies the individual where it should be submitted.

Once recruitment staff in your Agency HR Office has determined that the conviction is not a bar to competing for that position, the individual proceeds to the next step in the process.

10-Point Veterans:

10-point Veterans, AS 39.25.159 (a) and (c) require qualified veterans having ten (10) veterans' preference points be offered an interview for all open competitive vacancies (vacancies for All Alaska Residents). This preference does not extend to All Department Employees or All State Employees recruitments. **"Qualified" means meets the MQs.** WPA automatically identifies 10-point veterans.

*NOTE: If your selected applicant is a 10-point veteran, they are required to provide a copy of the DD214, DD215 or a letter from the US Department of Veteran Affairs for verification.

5-Point Veterans:

5-point Veterans, AS 39.25.159 (a) and (c) require qualified veterans having five (5) veterans' preference points receive consideration for all open competitive vacancies. This preference does not extend to All Department Employee or All State Employees recruitments. **"Qualified" means meets the MQs.** "Consideration" requires review of the veteran's work history and education as described in the Applicant Profile and JQS to gain enough knowledge of the veteran's background in relation to the job to be able to determine whether the person should be given further consideration. If the hiring manager wishes to offer a qualified veteran an interview the manager may do so. However, offering an interview is not required as it is for a 10-point veteran.

Underutilized:

It is State of Alaska policy that all qualified underutilized applicants receive consideration. **"Qualified" means meets minimum qualifications.** "Consideration" requires review of the applicant's work history and education as described in the applicant profile and JQS. Any qualified underutilized applicant may be offered an opportunity to interview. Underutilized applicants are identified in WPA with eyeglasses.

Residency / Preference:

Under 02 AAC.07.106, Alaskan residents receive preference in employment with the State of Alaska. Alaskan residence for purposes of employment preference shall be established when:

1) A person is domiciled in the State of Alaska, or
2) A person is presently serving in the military with the intent of being domiciled in the State of Alaska upon completion of military service, or
3) A person can provide documentation of graduation from an accredited high school or post-secondary institution in the State of Alaska, or of a General Equivalency Diploma earned while domiciled in Alaska.
4) A person is presently enrolled in a post-secondary institution in this state and physically present in Alaska.

If you have any questions please review the following residency affidavit, and/or call recruitment staff in your Agency HR Office for assistance.
http://dop.state.ak.us/docpool/pdf/akres/AKResFRMAff.pdf

'All Applicant' recruitment - In applicant pools in which both resident and non-residents of the State of Alaska compete for selection, it is the policy of the State of Alaska to utilize a weighted point scoring system and give 10% preference in ranking to applicants eligible to claim Alaska residency in the state.

Multiple Preferences:

If two preferences apply, the applicant will be given the preference that provides for the greatest benefit to the applicant. Note: The maximum preference in any scenario is 10% of the total available points.

Pre-Employment Certification:

Candidates must read and sign the Pre-Employment Certification form at the time of the interview. The form must be kept on file along with all of your recruitment documents for two (2) years, per 2 AAC 07.113. The original signed form must be sent with all the hiring paperwork to payroll staff in your Agency HR Office for appointment of your approved appointee(s).

Firearms Certification:

If the position for which you are interviewing requires possession of a firearm, the State of Alaska requires the applicant to fill out a Firearm Certification Form. Form can be found at: http://dop.state.ak.us/docpool/pdf/stdforms/FirearmCertificateNewHire.pdf

Commercial Drivers License (CDL):

If the position for which you are interviewing requires a CDL, the applicant must possess the license at time of application. Recruitment staff in your Agency HR Office requires verification of CDL; the hiring manager will be required to send a copy of the license when requesting hire approval.

GGU Positions:

The GGU contract (10.01.F) requires that the three (3) most qualified bargaining unit members must be offered an opportunity to interview**. "Qualified" means meets minimum qualifications**. If the applicant pool contains fewer than three (3) GGU members, all must be offered an interview if they meet MQs. If the number of qualified bargaining unit members exceeds three (3), evaluate all qualified bargaining unit members to determine the three (3) most qualified. If any of the three (3) members contacted declines, does not reply to your offer, or does not show up for the interview, you are not required to contact additional members. WPA identifies bargaining unit members by "GG" or "GY" in the BU column.

The GGU contract (10.01.F) requires a ranking of the three (3) most qualified applicants that were interviewed. The ranking should be included in the disposition comment area.

SU Bargaining Unit:

The SU Contract (18.2A and B) requires a minimum of five (5) qualified bargaining unit members who hold permanent status in State service to be offered an opportunity to interview. **"Qualified" means meets the MQs**. See ***Scope of Recruitment*** for the definition of "permanent status." This provision extends to ALL types of recruitments. WPA identifies bargaining unit members by "SS" in the BU column.

CEA Bargaining Unit:

The CEA Contract (20.03.D.1) requires first consideration and an opportunity to interview to be given to those employees in the bargaining unit who apply for the vacancy and have advised the Employer that they meet the minimum qualification for the opening and who are available and interested in appointment. WPA identifies bargaining unit members by "KK" in the BU column.

References:

It is State of Alaska policy (AAM 100.120) that you check references on your top candidate(s). Although many employers' policies will not allow them to comment on the quality of a former or current employee's work performance, we recommend you attempt to at least confirm the dates, titles, duties, and responsibilities. Some divisions have internal policies regarding background and reference checks. Managers in those divisions must follow internal procedures. If the applicant is a State of Alaska employee, or was recently employed by the State, you may request past evaluations to review prior to a job offer. You must submit the signed Pre-Employment Certification form to obtain copies of evaluations from Employee Records. To request past evaluations, contact Employee Records at 465-2191 or 465-3380. Your request can also be e-mailed to: employee_records@admin.state.ak.us.

Nepotism:

State Policy prohibits employees from being in an employment relationship with an immediate family member, including a conjugal relationship that is not a legal marriage or with an individual who is related within and including the second degree of kindred.

Applicant(s) selected for interview will be required to disclose at time of interview if he/she has an immediate family member or are related within and including the second degree of kindred to an individual employed in the department in which they are seeking employment. This information will be disclosed on the Pre-Employment Certification Form. If the proposed appointee(s) is related to anyone employed currently working in the department, you must have a signed Nepotism Waiver prior to obtaining hire approval.

Form can be found at:
http://dop.state.ak.us/fileadmin/Human_Resource_Services/pdf/NepotismWaiver62005.pdf

Disposition:

Identify your proposed appointee(s) by using the "Appointed to Position" point-&-click comment from the "Disposition of Applicant" drop-down menu. If disposing a multiple-PCN list, you must designate each candidate to a specific PCN in the Hiring Manager Comments section of the MJR.

Duplicate applicants can be easily identified and noted by simply selecting the "Duplicate Application" option from the drop down menu.

The GGU contract (10.01.F) requires a ranking of the three (3) most qualified applicants that were interviewed. The ranking should be included in the disposition comment area.

Recruitment Documentation:

In accordance with 2 AAC 07.113, recruitment documentation must be maintained for not less than two years.

Hiring managers must have written documentation of the entire recruitment and selection hiring process in his/her recruitment file. This includes ranking and scoring, reference questions and other tools used during the recruitment and selection process.

Important Links:

Division of Personnel & Labor Relations Home Page: http://dop.state.ak.us/
Agency HR Offices:
http://dop.state.ak.us/website/index.cfm?fuseaction=serviceCenters.main
Division of Personnel, All Staff Contact List: http://dop.state.ak.us/fileadmin/DOP_Home/pdf/phonelist.pdf
HR Forms Page: http://dop.state.ak.us/index.php?id=164
Workplace Alaska: http://workplace.alaska.gov