

LTC Hire 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. **A PD must be updated 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.

Permanent Position - Promotional Posting:

Prior to posting the vacancy, you must contact recruitment staff in your HR Service Center for verification that there are no layoffs. When a vacancy occurs, promotions shall be initiated by posting the job announcement at the duty station where the vacancy occurs. Job announcements shall be posted in a location or locations where all eligible candidates could reasonably be expected to be aware of the vacancy. Positions that are posted for promotions must have a Job Announcement and the Competency Specifications (found at <http://www.local71.com/>) posted for four (4) working days.

After the job posting has been posted for four (4) working days, contact recruitment staff in your HR Service Center to confirm the top three (3) senior qualified employees/candidates to be scheduled for interview. If your top three most senior applicants are not qualified and/or competent, you must continue down the list of those that signed the posting in seniority order. Remember that all applicants must sign the Pre-Employment Certification form at time of interview.

Transfers/Demotions:

It is required to post your vacancy for promotional opportunities for 4 days. If no eligible promotional candidate applies, you may accept transfers and/or demotion candidates. Contact your recruitment staff in your HR Service Center for approval if you would like to offer the position to either a transfer or demotion candidate.

Union Referral:

If there are no promotional opportunities for permanent positions, no candidate(s) signed the promotional posting, or, if the vacant position is a nonpermanent position, the vacancy must be filled by referral from Local 71.

After you have received departmental approval to recruit for the position, submit a Request for Referral form to your recruitment staff in your HR Service Center. Recruitment staff in your HR Service Center are responsible for submission of the request to Local 71. You may find this form on the HR Forms page: <http://dop.state.ak.us/index.php?id=164>

Next, Local 71 will provide you referrals for the vacancy(ies). Contact the referrals and schedule interviews. If the applicants referred are not qualified and/or competent, you must contact recruitment staff in your HR Service Center with the reason for non-selection. Remember that all applicants must sign the Pre-Employment Certification form at the time of interview.

In the event Local 71 is unable to supply you with qualified workers within seventy-two (72) hours (Saturdays, Sundays and holidays excluded), you may procure workers from other sources. Please contact your recruitment staff in your HR Service Center for assistance with this process.

Nonpermanent to Permanent:

You may elect to appoint a Local 71 nonpermanent employee into a permanent position if the position to be filled is at the entry level at that duty station; provided, however, that any qualified permanent part-time employees in that duty station are offered first rights of refusal to the position. Recruitment staff in your HR Service Center may assist you with this process.

Firearm Positions:

For positions that require the use or possession of firearms, applicants must sign the Firearms Certification Form. Hiring Manager must also ensure applicants do not have any prior domestic violence convictions. You are able to verify this information by reviewing the Firearms Certification Form. Contact recruitment staff in your HR Service Center if an applicant indicates a domestic violence conviction and if there are any questions.

Commercial Driver's License (CDL):

At time of interview, provide the applicant with the Certification of Employment as a Commercial Motor Vehicle Operator form. This form is found on the HR Forms Page (<http://dop.state.ak.us/index.php?id=164>). If applicant is selected for hire, this form will need to be submitted to your Management Services contact for processing of the 10-year driving history background. Management Services contact list is provided below.

All new hires or employees transferring into a CDL position must take and pass a drug test BEFORE appointment. Selected candidate cannot start work in a CDL position until Management Services or designee has received confirmation of proposed appointee passing the required drug test and 10-year driving history background. Recruitment staff in your HR Service Center may assist you with this process.

Employees currently participating in the State of Alaska CDL random testing program who are promoted/demoted into another CDL position are not required to undergo a pre-employment drug test. They are, however, required to complete (or update) a 10-year driving history. Management Services is required to check with any previous employer for violations of the testing program if the employee has performed work for any other employer within the previous two (2) years.

Not Qualified and/or Competent:

If the applicants referred by the union, or the three most senior candidate(s) of the duty station for promotional posting are not qualified and competent, you must provide the reason why you want to reject an applicant for the position to recruitment staff in your HR Service Center.

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 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

Applicable to all recruitments:

Make sure your selected applicant meets the Competency Specifications and Special Requirements for your vacancy.

After you have completed your interviews and selected a candidate, you need to submit the LTC Hire Checklist, Pre-Employment Certification form, residency affidavit form (if applicable), firearms certification (if applicable), Nepotism Wavier (if applicable), copy of CDL (if applicable) and all other relevant information to recruitment staff in your HR Service Center. Contact recruitment staff in your HR Service Center for hire approval.

Job Offer:

Recruitment staff in your HR Service Center will review the selected applicant and will notify you of the determination (conditional hire approved, hire approved, or hire not approved) via email. You may **NOT** offer a position to an applicant until you have received written approval from recruitment staff in your HR Service Center.

For CDL positions, you will receive a conditional hire approval from recruitment staff in your HR Service Center. Instructions will be provided to the hiring manager for the scheduling of pre-employment drug testing and/or driving history background check. Management Services or designee will give you final hire approval pending the results of the CDL drug testing and/or driving history background.

After you receive hiring approval, you will be able to contact the approved applicant and offer the position.

If the applicant accepts the position, applicant must contact the Local 71 Union Hall to complete the Checkoff Authorization form. The applicant will provide a copy of this form to you. The signed Checkoff Authorization form must be submitted to payroll staff in your HR Service Center with the completed orientation packet.

IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES OR ANY PART OF THE HIRING PROCESS, PLEASE CONTACT RECRUITMENT STAFF IN YOUR HR SERVICE CENTER.