

**Bill Walker**  
Governor



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**STATE OF ALASKA**  
OFFICE OF THE GOVERNOR

**MEMORANDUM**

**TO:** All Commissioners

**DATE:** August 24, 2016

**FROM:** Jim Whitaker  
Chief of Staff

**SUBJECT:** Hiring Restrictions

This memo replaces and supersedes all previous hiring restriction memos issued by the Governor's Office.

Requests to Fill Vacant Positions

With the exception of the University of Alaska and the Alaska Railroad, the hiring restriction continues and is extended to all executive branch entities. Approval from the Chief of Staff or his designee is required before recruitment can begin.

Agency requests must be signed by the Commissioner and cover the elements identified in the attached request template. Before submitting a request, agencies should consider alternate service delivery options that may reduce overall cost, including internal reorganization.

While all positions supported with general funds will be scrutinized, positions fully funded by federal or other non-general fund receipts will also be reviewed to ensure all public dollars are being used to maximize public services.

Blanket approvals will be considered for specific classes of positions if they are essential to life, health and safety, are essential to the operation of 24 hour facilities, or are directly engaged in revenue collection and enhancement. All blanket approvals currently in place will expire on December 31, 2016. Agencies must resubmit blanket approval requests to extend them into 2017.

Requests for Approval to Hire

Before an offer is made for an exempt or partially exempt position above Range 22, an agency must submit a hire request to the Chief of Staff which must include the proposed salary and the individual's resume. Any proposed salary in excess of \$150,000 will be thoroughly scrutinized.

Attachment (Request Template)

