




STATE OF ALASKA  
OFFICE OF THE GOVERNOR

MEMORANDUM

DATE: October 13, 2021

TO: All Commissioners  
Administrative Services Directors

FROM: Randy Ruaro   
Chief of Staff

SUBJECT: Hiring Restrictions Update - Clarification

There have been several questions since the update memorandum was issued. The following is intended to provide clarification. The purpose of the previous memo was to revise the hiring restriction policy to reflect that agencies do not need Governor's Office approval to advertise for positions previously authorized in the budget. Agencies will continue to need approval for the below items, focused on the appointment process and the creation or extension of positions not previously authorized in the budget process.

**CONTINUE TO SUBMIT THE FOLLOWING FOR APPROVAL**

- **Appointment** of all full-time, part-time, non-permanent, seasonal, et al positions in the partially-exempt and exempt service.
- **Requests to establish new positions not previously authorized in the budget.**
- **Requests to extend exempt or partially-exempt non-permanent positions.**
- **Appointment of exempt or partially-exempt positions that provide administrative support and maintenance in 24-hour facilities.**
- **Appointment of exempt or partially-exempt positions partially- or wholly-funded by federal funds.**

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**DO NOT SUBMIT THE FOLLOWING FOR APPROVAL:**

- **RECRUITMENT for ALL positions established and funded through the budget process.**
- **Appointment of Classified positions previously authorized through the budget.** A monthly reporting requirement for these actions is being implemented through the Office of Management and Budget. Classified position recruitment and hiring continue to require approval by each agencies commissioner, or designee, and should be scrutinized to ensure the need for filling the position continues to be justified by the required workload and the position is still within budget.

**Hiring Reports**

Agencies must complete a monthly report on hiring activity for the Chief of Staff through submission of hiring reports to OMB.

The following agencies are strongly encouraged to implement the hiring restrictions as described in this and the October 5, 2021 memo:

- Alaska Aerospace Development Corporation
- Alaska Commission on Postsecondary Education
- Alaska Housing Finance Corporation
- Alaska Industrial Development and Export Authority
- Alaska Oil and Gas Conservation Commission
- Commercial Fisheries Entry Commission
- Permanent Fund Corporation
- Regulatory Commission of Alaska

Thank you for your efforts in meeting our challenges.