




**STATE OF ALASKA  
OFFICE OF THE GOVERNOR**

**MEMORANDUM**

DATE: October 5, 2021

TO: All Commissioners  
Administrative Services Directors

FROM: Randy Ruaro   
Chief of Staff

SUBJECT: Hiring Restrictions Update

This memorandum supersedes the March 9, 2020 memo and makes modifications to restrictions on hiring. This memo applies to all exempt and partially-exempt positions. Departments may request a waiver from the restrictions through the process outlined below.

The primary change from prior guidance is that hiring and recruitment restrictions requiring Chief of Staff approval no longer apply to positions in the classified service that were funded in the FY2022 budget. These restrictions have been replaced by reporting requirements. Classified position recruitment and hiring still require approval by each agencies commissioner, or designee, and should continue to be scrutinized to ensure they are justified by the required workload and within budget.

**Hiring Requirements**

The hiring restrictions apply to:

- All full-time, part-time, non-permanent, and seasonal positions in the partially-exempt and exempt service.
- Requests to establish new positions.
- Requests to extend non-permanent positions.

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- Positions that provide administrative support and maintenance in 24-hour facilities.
- Positions partially- or wholly-funded by federal funds.

The hiring restrictions do not apply to:

- Positions in the classified service.
- Positions essential to protect Alaska citizens. This category includes Alaska State Troopers, corrections and probation officers, airport police and fire officers, airport screening officers, and employees that provide patient, resident services, and food service at 24-hour institutions. The following are considered 24-hour institutions:
  - Correctional Facilities
  - Juvenile Justice Facilities
  - Alaska Military Youth Academy
  - Pioneer Homes
  - Alaska Psychiatric Institute
  - AVTEC
  - Mt. Edgecumbe High School
- Range changes in flexibly-ranged positions.
- Reclassifications within the same job family.
- Employees delegated the authority to perform the duties of a vacant position that is assigned a higher pay range if bargaining unit provisions or regulations provide for compensation.
- The use of on-call, non-permanent employees, if only used to perform work essential to protect the public's safety or meet other essential state responsibilities.

Positions providing direct patient or resident services (including food services) or that are essential in protecting Alaska citizens, but not employed in a 24-hour institution or in one of the exempt job classifications listed above, ARE subject to the hiring restrictions but a waiver may be requested.

If a department believes filling a position is necessary to protect the safety of the public, or meet other essential state responsibilities, a request for waiver from hiring restrictions must be submitted to the Office of Management and Budget (OMB). The waiver request must be submitted in a memorandum addressed to the Chief of Staff and approved by the department's Commissioner. The memorandum must include the following information:

- position title, range, ADN, annual personal services cost, and fund source (if CIP Receipts, identify the source of the CIP Receipts);
- the essential results that the person will be responsible for delivering;
- the extraordinary circumstances that contribute to why a waiver should be approved; and
- how long the position has been vacant.

When a waiver is approved, the department is responsible for providing a copy of it to its Human Resource Manager in the Division of Personnel.

## **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 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.