

AK Employment Center

Guidelines for Hiring Managers

Permanent Position Description:

You will need to 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 requested 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 supports 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.

If you need the current PD, Employee Records can help you; please call 465-2191 or 465-3380, or email your request to doa.dop.employee.records@alaska.gov.

*Note - If the position description requires updating, submit a new PD through the OPD system. A hire can not be approved until the update is processed.

All Positions:

Hiring managers may use the Department of Labor and Workforce Development's Alaska Employment Center to fill vacancies in job classes allocated at range 9 or below and for short-term nonpermanent positions. **It is not a requirement for SHORT-TERM NONPERMANENT POSITIONS to be filled through the Alaska Employment Center; it is simply a method available to fill vacancies. Long-term nonpermanent positions must be filled through Workplace Alaska.**

After you have received approval to recruit for your position, contact the recruitment staff in your Agency HR Office for approval prior to submitting your request for referral to the Alaska Employment Center. Your email should include your division name, PCN, job title and location of the vacant position. The recruitment staff in your Agency HR Office will then check for any layoffs or injured workers for the job class.

A list of offices can be found at the following website: <http://www.jobs.state.ak.us/offices/index.html>
The Alaska Employment Center will need information regarding the location, job description and pay range when submitting your request.

The Alaska Employment Center will advertise, review, and refer applicants to you whom they believe are qualified for the vacant position. You must review each applicant to determine if they meet residency requirements, have any prior convictions and that they meet the minimum qualifications. If you have any questions regarding these requirements, please contact the recruitment staff in your Agency HR Office for assistance.

Once you have completed your review of the referrals, contact the applicants and schedule interviews. Remember that all applicants interviewed must sign the Pre-Employment Certification form.

Positions that require the use or possession of firearms must have a signed certification form. You must also make sure that the applicant does not have any prior domestic violence convictions on their applicant profile or job summary. If you have any questions regarding these requirements, please contact the recruitment staff in your Agency HR Office for assistance.

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://doa.alaska.gov/dop/fileadmin/Human_Resource_Services/pdf/NepotismWaiver.pdf

After you have completed your interviews and selected a candidate you would like to hire, you **MUST** submit the applicant profile, Pre-Employment Certification form, residency affidavit form (if applicable), nepotism waiver (if applicable), transcripts (if applicable), and all other relevant information to recruitment staff in your Agency HR Office for hiring approval.

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

After you have hiring approval, you **MAY** contact the approved applicant and offer the position. If the applicant accepts the position, you must notify recruitment staff in your Agency HR Office and the other applicants as soon as possible.

IMPORTANT REMINDERS:

You must consider the following before you begin interviewing:

1. The Alaska Employment Center does not screen applicants for residency and all State of Alaska Employment referrals are required to complete a residency affidavit. If you have questions about an applicant's residency, please contact recruitment staff in your Agency HR Office.
2. The Alaska Employment Center does not screen applicants for prior convictions. Review the applicant's Applicant Profile. If "yes" is checked for a prior felony or prior misdemeanor, get a written statement of the conviction. If the applicant has been convicted of a felony, you must get a copy of the judgement. After this information has been collected, contact recruitment staff in your Agency HR Office to verify the applicant is eligible for employment.
3. The Alaska Employment Center does not verify that applicants meet minimum qualifications. You will need to ensure that referrals meet minimum qualifications for the vacant position. If you have any questions regarding the minimum qualifications, please contact recruitment staff in your Agency HR Office.
4. **IMPORTANT! The appointment must be made within 45 days of referral by the Alaska Employment Center. The appointment will be illegal and the appointee may be terminated if you appoint the applicant after the 45 days.**

Recruitment email address for your Agency HR Office:

- DOA – doa.recruitment@alaska.gov
- CCED – dcced.recruitment@alaska.gov
- DOC – doc.hr.recruitment@alaska.gov
doc.recruitment@alaska.gov (Special Recruitment Unit Only)
- EED – eed.recruitment@alaska.gov
- DEC – dec.recruitment@alaska.gov
- F&G – dfg.recruitment@alaska.gov
- H&SS – hss.recruitment@alaska.gov
- DOLWD – dol.recruitment@alaska.gov
- LAW – law.recruitment@alaska.gov
- MVA – mva.recruitment@alaska.gov
- DNR – dnr.recruitment@alaska.gov
- DPS – dps.recruitment@alaska.gov
- DOR – dor.recruitment@alaska.gov
- DOT – dot.recruitment@alaska.gov