



MEMORANDUM

To: All DMVA Divisions and DMVA Hiring Managers

From: DMVA Human Resources Office

Publication Date: April 5, 2021 - Summary of Long-standing DMVA Procedures

Authority/Special Note:

- Hiring manager responsibilities and authority in AAM 100.150 under [AAM 100. General Personnel System Information \(Alaska.Gov\)](#)
- The DOA Division of Personnel and Labor Relations in conjunction with the departments is moving to a new HR work structure. This is based on AO 305, as directed by the Dunleavy Administration. [Administrative Order No. 305 – Mike Dunleavy \(alaska.gov\)](#)
- HR Transformation Webpage: <http://doa.alaska.gov/dop/directorsOffice/HREnterprise/>

Subject: Summary of DMVA Procedures for Recruitment Actions

The information below outlines and summarizes the Department of Military and Veterans Affairs' standard operating processes and procedures. These are not new procedures, but have been in place and enforced consistently in this manner since 2016. These procedures are used for requesting job postings and approvals to hire. The DMVA processes and procedures listed below will remain in effect until further notice. Any future changes or guidance, due to HR Transformation, will be solidified and announced by Department of Administration, Division of Personnel and Labor Relations instead.

DMVA Hiring Managers are responsible for taking ownership and developing a working knowledge of the existing processes and following hiring manager responsibilities (<http://doa.alaska.gov/dop/workplace/hiringManagerResources/>) to help ensure efficient recruitment processes and to collaborate productively with DOA Recruitment going forward. Please, ensure appropriate dissemination also to new DMVA hiring managers as well.

Requirements to Request Job Posting (GGU and SU):

- Proof of 100% federal funding. This must be accompanied by Budget Analyst III signature or an approval memo for hire waiver (ASD or OMB depending on the position)
- Pre-Post Checklist
- DOPLR Job Posting Worksheet
- Interview Criteria
- Questions with desired benchmark answers and scoring to be awarded based on benchmark guidance
- Reference questions to be asked for the selected applicant
- Sample scoring grid that the hiring manager will use for applicants interviewed

Requirements to Request Job Posting (LTC):

- Proof of 100% federal funding. This must be accompanied by Budget Analyst III signature or an approval memo for hire waiver (ASD or OMB depending on the position)
- Questions with desired benchmark answers and scoring to be awarded based on benchmark guidance
- Reference Questions to be asked for the selected applicant
- Sample scoring grid that the hiring manager will use for applicants interviewed

Phase I: In House posting (LTC):

- Complete the in-house posting form (to greatest degree possible) and send to HR recruitment staff for review and completion. HR staff will return form to the hiring manager and indicate that it is ok to post it for 4 full business days (in accordance with CBA language) at the required locations. Hiring managers should always request that the SOA application be completed and submitted to the hiring manager prior to the in-house posting closes.
- When that time is up, if there are no documented qualified applicants to move forward with interviews, proceed to Phase II.

Phase II: Request for Union Referral (LTC):

- Complete the union referral form (to greatest degree possible) and send to the HR recruitment staff for review and completion. HR staff will send the referral request form to the Local71 Hall (union) and cc the hiring manager indicating DMVA is seeking at least 3 qualified and competent referrals and applications over a full 3-business day period (in accordance with CBA language).
- Union should refer at least 3 qualified and competent applicants so interviews can proceed. (Clarification - This is a management right and should not be taken lightly. If 3 qualified candidates have not been referred by the union but a smaller applicant pool (less than three) are considered qualified it is a management *option* to decide whether or not to proceed with interviews anyway)
- Send the final worksheet of referrals to HR recruitment upon closing of union referral time
- When that time is completed, if there are not 3 qualified and competent applicants to move forward with interviews, the justifications must be documented by the hiring manager as to how they do not meet competencies. This must be sent to Local71 with a cc to HR recruitment staff.
- HR will notify Local71 of readiness to proceed to Phase III.

Phase III: Request for NeoGov posting (LTC) on Workplace Alaska:

- If there is no qualified applicant pool of at least 3 candidates and the union has been notified which applicants do not appear to be qualified and why, the Hiring Manager may move on to WPA (NeoGov) with union concurrence. The Hiring Manager is responsible for notifying the union about who and why is not considered qualified, and that moving to NeoGov is the next step.
- Submit the following for posting of the position to WPA/NeoGov (other forms should have already been received by HR to go through in house and union referral):
 - DOPLR Job Posting Worksheet
 - Interview Criteria

Requesting Approval to Hire (GGU, SU and LTC):

After interviews generated from NeoGov and referrals are complete, please provide the following:

- Disposition comments - should be completed in NeoGov for *all* applicant, saved and submitted with all required documents attached. Confirm contractual dispo requirements for SU and GGU.
- Interview results. Use the scoring grid provided at time of posting.
- Questions and answers to the interview questions for the chosen applicant only, and from each panel member. (Remember to retain other interview documentation in the hiring manager recruitment file!)
- Signed PreEmployment Certification Form
- Completed Hiring Manager Request for Hire Approval Checklist
- Hiring Manager Certification-Competency Based MQ Selection (if applicable)
- Signed Nepotism Waiver(s) (by Commissioner's office and as applicable)
- Anything that the applicant provided during the interview period. Examples include: copies of licenses, certifications, references, evaluations, degrees, court documents, transcripts, physical fitness cards or any other document in accordance with the PCN (PD) and recruitment posted.
- Residency Affidavit (if applicable)
- Completed Reference forms for the selected applicant
- Performance Evaluations and disciplinary letters from Employee Records (if applicable)
- Worksheet to request advance step placement (if applicable)

Hiring Manager must check applications for any misdemeanor and/or felony convictions. Court documents of the conviction must be sent in with the request to hire if the applicant has any of these convictions (per DOPLR SOP and hiring manager resources). HR will complete the required analysis and documentation for a nexus determination approval/denial.