
POLICY TRANSMITTAL NO. 03-69	DATE: JANUARY 12, 2004
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-1-77.

EXPLANATION: OAC 340:1-2-77 Instructions to staff are revised to comply with Senate Bills 194 and 703.

Original signed on 1-8-04

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WF # 03-DD (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Rules and Policy Management Unit staff at (405) 521-3611.

REMOVE

340:2-1-77

INSERT

340:2-1-77, pages 1-4, revised 1-1-04

340:2-1-77. Vacancy posting procedures

(a) **Vacancy posting decision.** All vacant positions in the classified service are posted in accordance with the rules in this Section prior to the filling of such vacancies except as provided in OAC 340:2-1-76. ■ 1

(b) **Vacancy posting for positions in the classified service.** ■ 2

(1) Each posting is posted for a minimum of ten working days excluding holidays and weekends with the exception that positions that generally have a satisfactory pool of candidates may be posted for a minimum of six working days.

(2) Listings of recruitment announcements are posted on the Oklahoma Department of Human Services (OKDHS) Infonet under Employee Self-Service, the external www.okdhs.org Web site.

(3) Within a given job family descriptor (JFD) and level where continuous multiple vacancies occur throughout OKDHS or within specific organizational units, multiple continuous announcement (MCA) vacancies may be posted for 12 calendar months. An MCA includes all required information in paragraph (1) of this subsection. Persons applying in response to MCAs identify each county of interest. The Human Resources Management Division (HRMD) maintains applications of candidates for each JFD posted for MCAs.

(c) **Vacancy posting for positions in the unclassified service.** Positions in the unclassified service are posted for application, except as provided in OAC 340:2-1-76(13). The process outlined in this Section may be used or, at the discretion of the appointing authority, applications may be solicited through newspapers, journals, or other recruiting methods. ■ 2

(d) **Trial period upon interagency promotion or demotion.** A non-OKDHS employee selected for interagency promotion or demotion is required to serve a trial period in accordance with OKDHS policy OAC 340:2-1-28(b), (c), and (d) and the Merit System of Personnel Administration Rules (Merit Rules) governing such actions. The determining factor is whether the former job held by the new employee is within OKDHS' existing JFDs.

(e) **Notification of cancellation.** A vacancy posting may be canceled at any time by the OKDHS Director, senior administrator, division director, area director, local administrator, or HRMD. Notice of cancellation is provided to HRMD. If the cancellation occurs before Form P-S-76, Applicant List, is issued, then HRMD notifies all applicants of the cancellation. If the cancellation occurs after Form P-S-76 is issued,

the local administrator notifies all applicants on Form P-S-76 and any other contacted candidates from the Office of Personnel Management (OPM) certificate.

(f) **Vacancy posting extension of application period.** If a decision is made to extend the posting period beyond the initial request, a new announcement number is not required. The requesting official coordinates the extension of the announcement with HRMD. All requests to extend the announcement period are made to HRMD while the announcement is still open.

(g) **Reposting of an announcement.** To repost a position, a new vacancy posting is issued by HRMD. ■ 3

(h) **Review procedure.** Employees who apply for a promotion or transfer in accordance with these procedures are free from restraint, interference, coercion, discrimination, and reprisal.

INSTRUCTIONS TO STAFF

1. See DHS:2-1-96 for additional information regarding filling vacancies.

(1) The Human Resources Management Division (HRMD) maintains an announcement file for each position announced. The local administrator or the selecting official also maintains a local file for each position announced for that unit. In county offices, the county director maintains the announcement folder for local staff positions housed in the county office. The announcement file must be retained for a period of two years. If legal action is filed, documents are retained for two years after the exhaustion of all legal remedies.

(2) See DHS:2-1-97 for additional information regarding promotional testing.

2. Each vacancy posting is entered on the Oklahoma Department of Human Services (OKDHS) Infonet, Employee Self Services and must include:

(1) the vacancy announcement number;

(2) the specific unit location;

(3) the time limits for filing an application;

(4) the official Office of Personnel Management (OPM) job family descriptor (JFD) and code, whether the position is classified or unclassified, and whether the position may be filled at an alternate hiring level;

(5) the number of vacancies;

(6) the pay band for classified positions or salary grade for unclassified positions; salary range; and pay differential, if applicable;

(7) a brief description of the position's essential functions or major work duties and the location to access minimum job qualifications;

(8) any required or preferred job-related, non-discriminatory special factor(s) or consideration(s), which may be taken into consideration in making the selection decision.

(A) Examples of required special factors or considerations are whether:

(i) a probationary or trial period is required;

(ii) extensive travel is required;

(iii) the position requires 24-hour on-call duty; and

(iv) selective qualifications for the position are approved by OPM.

(B) Examples of preferred special factors or considerations are:

(i) program experience for professional supervisory or administrative positions in a specific program area; and

(ii) education, experience, or certifications necessary for compliance with federal or state regulations or accreditation standards;

(9) a statement regarding eligibility for consideration, such as whether recruiting is restricted to OKDHS employees or whether external candidates are considered;

(10) the name and address of the person or office where written application is submitted;

(11) a procedure for filing a written application; and

(12) a statement that OKDHS is "AN EQUAL OPPORTUNITY EMPLOYER."

3. If a position has been previously posted for announcement and not filled and changes in position qualifications are requested, the changes must be approved by OPM prior to reposting the vacant position.