
POLICY TRANSMITTAL NO. 09-26	DATE: JUNE 5, 2009
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-1, Table of Contents; and 2-1-83.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

OAC 340:2-1-83 is revised to clarify language regarding selecting employees in entry-level nonsupervisory positions.

Original signed on 6-3-09

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WF # 09-05 (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 an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS 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, OKDHS 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, OKDHS: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 Policy Management Unit staff at 405-521-4326.

REMOVE

340:2-1, Table of Contents

340:2-1-83

INSERT

340:2-1, Table of Contents, pages 1-3,
revised 6-25-09

340:2-1-83, pages 1-2, revised 6-25-09

SUBCHAPTER 1. HUMAN RESOURCES MANAGEMENT DIVISION (HRMD)**PART 1. GENERAL PROVISIONS**

Section

- 340:2-1-1. Purpose
- 340:2-1-2. Appointing authority
- 340:2-1-3. Oklahoma Merit system of Personnel Administration (Merit System)
- 340:2-1-4. Political activity
- 340:2-1-5. Employee benefits
- 340:2-1-6. Investigation of employees accused of child abuse or neglect
- 340:2-1-7. Financial Disclosures filed with the Ethics Commission (EC) required and designated
- 340:2-1-8. Employee ethics and other employment

PART 3. INTERNAL HUMAN RESOURCES

- 340:2-1-25. Application
- 340:2-1-26. Employment and assignment
- 340:2-1-27. Report of entrance on duty
- 340:2-1-28. Probationary or trial period, classified service
- 340:2-1-29. Appointments
- 340:2-1-30. The drug-free workplace
- 340:2-1-31. Classification plan
- 340:2-1-32. Salary Administration Plan and Agency Compensation Guidelines
- 340:2-1-33. Fair Labor Standards Act rules **[REVOKED]**
- 340:2-1-34. Employment verifications and references

PART 4. ALCOHOL AND DRUG TESTING APPLICABLE TO OKDHS EMPLOYEES AND APPLICANTS

- 340:2-1-40. Purpose
- 340:2-1-41. Prohibition
- 340:2-1-42. Definitions
- 340:2-1-43. Implementation of alcohol and drug testing of OKDHS employees and applicants
- 340:2-1-44. Disciplinary action
- 340:2-1-45. Employee Assistance Program referral **[REVOKED]**
- 340:2-1-46. Confidentiality
- 340:2-1-47. Grievance rights **[REVOKED]**

PART 5. ADMINISTRATIVE PROCEDURES

- 340:2-1-55. Individual personnel records
- 340:2-1-56. Criminal history checks
- 340:2-1-57. Smoking policy
- 340:2-1-58. Reduced services or office closures

PART 7. RECRUITMENT, SELECTION, AND PLACEMENT

- 340:2-1-75. Policy
- 340:2-1-76. Appointments and changes in employee classification not subject to vacancy posting provisions
- 340:2-1-77. Vacancy posting procedures
- 340:2-1-78. Method of application
- 340:2-1-79. Eligibility to compete for positions in the classified service
- 340:2-1-80. Eligibility to compete for positions in the unclassified service
- 340:2-1-81. Issuing Applicant List and E-List
- 340:2-1-82. Job-related selection criteria
- 340:2-1-83. Selection advisory committee for positions in the classified and unclassified service
- 340:2-1-84. Interviews for positions in the classified service
- 340:2-1-85. Final selection
- 340:2-1-86. Delegation of responsibility for vacancy posting and selection procedures
- 340:2-1-87. Compensation
- 340:2-1-88. Alternate hiring levels
- 340:2-1-89. Office of Personnel Management (OPM) E-List - classified service
- 340:2-1-90. Required forms to be completed by OPM certificate applicants
[REVOKED]
- 340:2-1-91. Submission of OPM certificate and support documentation to personnel
[REVOKED]
- 340:2-1-92. Review of returned OPM certificate **[REVOKED]**
- 340:2-1-93. Applicants who have previously been discharged from employment in the classified service

PART 9. TRAVEL REIMBURSEMENT [REVOKED]

- 340:2-1-100. Purpose and authority **[SUPERSEDED]**
- 340:2-1-101. Definitions **[SUPERSEDED]**
- 340:2-1-102. Applicability; employee/non-employee responsibility **[SUPERSEDED]**
- 340:2-1-103. Completion of Travel Reimbursement Form (Adm-6) **[SUPERSEDED]**
- 340:2-1-104. Authorization of travel (Classified/Unclassified/Exempt Service)

[SUPERSEDED]

- 340:2-1-105. Attendance at previously arranged meetings **[SUPERSEDED]**
- 340:2-1-106. Per diem **[SUPERSEDED]**
- 340:2-1-107. Subsistence in lieu of per diem **[SUPERSEDED]**
- 340:2-1-108. Miscellaneous expenses **[SUPERSEDED]**

340:2-1-83. Selection advisory committee for positions in the classified and unclassified serviceRevised 6-25-09

(a) A committee is established by the selecting official or designee to provide assistance in the consideration, interview, and selection process of candidates for any classified supervisory or managerial position. Upon request, the requirement for a committee may be waived. A waiver request, including justification, must be submitted to the Human Resources Management Division (HRMD) director for consideration. If there is only one candidate, a committee is not required.

(b) Initial and any subsequent committees must have at least three members, one of whom must be from outside the program or division of the vacant position. **■ 1**

(c) The selecting official does not serve as a member of any committee.

(d) A selection advisory committee is not required for entry-level and nonsupervisory positions. When a local administrator elects to use a committee for such positions, there is no minimum member requirement and the requirement for one member to be from outside the program or division is waived. The selecting official may delegate responsibility for conducting interviews or include other staff members in the interview process for entry-level and nonsupervisory positions as an alternative to use of a committee.

(e) This procedure may be utilized when filling an unclassified position, although it is not a requirement.

INSTRUCTIONS TO STAFF 340:2-1-83Revised 6-25-09

1. The procedures for the selection advisory committee are described in (1) through (6).

(1) The selecting official may delegate to the committee review of all candidate materials, and the decision as to which candidates are to be interviewed. The committee members participate in all candidate interviews before a selection recommendation is made.

(2) The initial committee, after considering all candidates and interviews, recommends and provides job-related information regarding the

candidates' qualifications to the selecting official. Any subsequent committees also provide a list of recommendations and job-related information regarding the candidates' qualifications to the selecting official.

(3) The selecting official must review Form 11PE076E, Applicant List, with the local administrator before submitting Form 11PE076E to the Human Resources Management Division (HRMD). The committee recommendations are not binding on the selecting official.

(4) If the selecting official does not select one of the candidates recommended by the committee, then a decision not to accept the committee recommendations is documented in writing by the selecting official and reviewed with the local administrator or the selecting official's immediate supervisor. The written documentation is maintained in the local announcement folder.

(5) The selecting official or local administrator provides the name, job family descriptor, level, and work location of each committee member on selection report section on Form 11PE076E submitted to the HRMD.

(6) Selecting officials select one committee member from outside of the division of the position being filled. However, due to location and organizational structures, such as within Field Operations Division (FOD), this is not always an efficient or effective use of Oklahoma Department of Human Services (OKDHS) resources. In such cases, the selecting official, after documenting his or her efforts to obtain a committee member from outside the division, may choose a committee member outside of the program area of the position being filled. For example, if a county director is filling a vacant position in Family Support Services and is unable to efficiently and timely obtain the services of someone from outside of FOD, the county director may use a committee member who works in another FOD program area, such as Child Welfare. A county director from another county must not be used as the third committee member from outside the program area of the position being filled, as county directors are responsible for all FOD programs in his or her county.