

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL & LABOR RELATIONS
STANDARD OPERATING PROCEDURE

Recruitment
DOPLR-01

IV. Applicant Consideration and Interview Requirements

A. Purpose

The purpose of the Standard Operating Procedure (SOP) is to provide guidelines and procedures for required considerations and interviews during the hiring process.

B. Scope

This SOP applies to recruitments in the classified service.

C. Authority

Bargaining Unit Preference
Collective Bargaining Agreements

Veterans' Preference
AS 39.25.159 – Employment Preference for Veterans and former Prisoners of War
2 AAC 07.106 – Scope of Ranking

Underrepresented (Affirmative Action)
AS 39.28 – Equal Employment Opportunity Program
2 AAC 07.175 – Affirmative Action
2 AAC 07.999 - Definitions
Personnel Memorandum 11-01 - Affirmative Action Hiring Policy

D. Overview

Hiring managers are responsible for ensuring applicants who are entitled to special consideration are provided with such. Agency Human Resource (HR) staff are responsible for highlighting applicants requiring special consideration prior to issuing a referred list to the hiring manager, and verifying special considerations were applied appropriately by the hiring manager prior to approving a hire.

Note: The residency preference for residents in 'all applicant' recruitments is covered in the All Applicant SOP.

E. Bargaining Unit Preference

Certain collective bargaining agreements provide preference for their members who apply for State of Alaska positions. Other bargaining unit agreements include seniority provisions impacting promotional and transfer appointments.

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1. Hiring Manager Responsibility

a. Hiring managers need to ensure they are familiar with the bargaining unit requirements regarding hiring preferences for the positions they supervise. Bargaining unit is identified through applicant self-disclosure during the application process, and the applicant's bargaining unit is then listed on the referral list for hiring manager convenience.

b. Hiring managers must ensure they provide all interviews/seniority preferences required by collective bargaining agreements. Hiring managers will identify bargaining unit members by reviewing the "BU" column on the referred list of applicants for their vacancy. Bargaining unit members who meet or exceed the minimum qualifications, and are eligible for consideration, will be interviewed as identified below:

General Government Unit (GGU Article 10.01) – The three (3) most qualified bargaining unit members who meet or exceed the minimum qualifications and are eligible for consideration shall be afforded an opportunity for an interview.

Supervisory Unit (SU Article 18.2) – First consideration and an opportunity to interview will be given to a minimum of five (5) employees in the bargaining unit who hold permanent employment status. Permanent employment status is defined as holding permanent status in ANY job class in the current period of employment with no break in service (separation from State of Alaska employment) since the permanent status was earned.

Confidential Employees Association (CEA Article 20.03) – All CEA members who meet the minimum qualifications shall be afforded an interview.

Correctional Officers Bargaining Unit (ACOA Article 9.8) – The most senior member on the transfer list based on the most current quarterly seniority list shall be selected to fill the position.

Labor, Trades & Crafts (LTC Article 22.02) - Promotions shall be made from among the three (3) employees signing the job announcement with the highest duty station seniority, provided each employee is qualified and competent for the higher classification and is qualified and competent to perform the duties of the position to be filled.

Public Employees Safety Association (PSEA Article 11 & 12) – Applicable bid requests and seniority provisions must be applied, as required by contract.

2. Agency HR Responsibility

a. Prior to issuing hire approval, Agency HR will review all applicants on the referred list to ensure the hiring manager granted all required interviews to bargaining unit members identified as such for the bargaining unit of the position being recruited for. Agency HR will review AKPAY for verification as needed, such as permanent status for SU employees.

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F. Veterans' Preference

Veterans' preference provides additional consideration for eligible veterans, but it does not guarantee the veteran a job. Per AS 39.25.159, a veteran, former prisoner of war, or current member of the Alaska National Guard who has served at least (8) years, who possesses the required minimum qualifications for a position, is entitled to a preference in the selection process for positions that are open to Alaska Residents or All Applicants.

1. Who is Eligible

Per Alaska statute, veterans, a former prisoner of war, and members who are presently serving in the Alaska National Guard with at least eight (8) years of service, who possess the required minimum qualifications for a position, are entitled to a preference in the selection process. This preference is only applicable when the scope of recruitment is open to Alaska Residents or All Applicants. Veterans' preference is **not** awarded when the scope of recruitment is limited to Department Employees, CEA Bargaining Unit Employees, or All State Employees.

A veteran is:

- (1) A person with 181 days or more active service in the armed forces of the United States who has been honorably discharged after having served during any period:
 - (a) between April 6, 1917 and December 1, 1919, between September 16, 1940 and December 31, 1947, or between June 27, 1950 and October 14, 1976; between August 2, 1990, and January 2, 1992, beginning September 11, 2001, and ending on the day prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom, or during any time period listed in 5 U.S.C. 2108(1); or
 - (b) in which the person was awarded a campaign badge, expedition medal, the Purple Heart, or an award or decoration for heroism or gallantry in action.
- (2) A person who served 181 days or more in the Alaska Territorial Guard.

Disabled Veteran means a veteran who is entitled to compensation under laws administered by the United States Department of Veterans Affairs, a person who was honorably discharged or released from active duty because of a service-connected disability, or a person who was disabled in the line of duty while serving in the Alaska Territorial Guard.

Prisoner of War means a person who has been a prisoner of war during a declared war or other conflict as determined by the Department of Defense under federal regulations.

National Guard Member is a person who is presently serving as a member of the Alaska National Guard and who has at least eight (8) years of service in the Alaska National Guard.

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2. Preference Given

In an assessment using a numerical rating (an approved, validated, written entrance exam) veterans and National Guard members are entitled to 5% of the points available from the assessment device. Disabled veterans and former prisoners of war are entitled to 10% of the points available from the assessment device. Except in limited (pre-approved) circumstances, the State of Alaska **does not** use validated, written entrance exams with numerical ratings. Per Alaska Statute, in an assessment **not** using numerical ratings veterans and National Guard members shall be afforded consideration. Disabled veterans and a former prisoner of war shall be afforded an opportunity to interview. Applicants requiring consideration will be identified with a “5” in the “Vet Preference” column on the referred list. Applicants requiring an interview will be identified with “10” in the “Vet Preference” column on the referred list.

3. Hiring Manager Responsibility

- a. Hiring managers must ensure they provide all required considerations or interviews. Applicants must meet or exceed minimum qualifications and be eligible for consideration to receive the preference.
- b. Hiring managers will identify all required considerations or interviews by reviewing the “Vet Preference” column on the referred list of applicants for their vacancy.
 - Veterans and National Guard members must be afforded consideration. All applicants identified with a “5” on the referred list, who meet minimum qualifications, will be given consideration.
 - Disabled veterans and a former prisoner of war shall be afforded an opportunity to interview. All applicants identified with a “10” on the referred list, who meet minimum qualifications, will be afforded the opportunity to interview.
- c. If there is any question regarding the applicant’s eligibility for veterans’ preference the hiring manager should contact Agency HR. For example, an indication of a discrepancy would be full time employment which does not indicate a period of active military service.

4. Agency HR Responsibility

- a. Agency HR will review the eligible list to determine which applicants should receive the veterans’ preference. All applicants who certify on their application they are veterans or members of the National Guard will be identified on the referred list with a “5” in the ‘Vet Preference’ column. All applicants who certify on their application they are disabled veterans or prisoners of war will be identified on the referred list with a “10” in the ‘Vet Preference’ column.
- b. Prior to issuing a hire approval, Agency HR will review the referred list to ensure all applicants requiring a veteran preference were granted such preference.

Note: Veterans self-certify their preference. If there is any question regarding the applicant’s eligibility for veterans’ preference (e.g. someone reports an applicant is claiming veterans’ preference but they do not meet the requirements) the applicant will be required to submit their DD214 for verification.

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5. Documentation Review

a. Applicants self-certify their veteran status. Applicants must provide their DD214 for Agency HR review if requested to do so.

b. Active Service

Active duty for training does not count towards active service. National Guard or Reserve status service does not count toward the 181 days of active duty required for veterans' preference.

Persons who served in the uniformed services of the United States are not entitled to veterans' preference. The uniformed services include such agencies as the U.S. Survey, Border Patrol, federal police agencies, and the National Oceanic and Atmospheric Administration.

c. Veterans Currently Serving

Veterans' preference points can be given to a member of the armed forces while still in the service, provided that the member has served the required length of time and either served during the qualifying periods or received a qualifying award.

d. Types of Military Discharge

To receive the veterans' preference a member of the armed forces who has been discharged must have received an honorable discharge. The following types of discharges meet the criteria for preference: Honorable; Medical; or General under honorable conditions. The following types of discharges do not meet the criteria for preference: Undesirable; bad conduct; dishonorable; or Discharge certificate other than honorable, for officers.

6. Definitions

Assessment Device - an entrance examination using a numerical rating which applies to all positions in a job class. The use of an assessment device must be approved in advance by the Director of the Division of Personnel and Labor Relations. **Note: the score assigned to an applicant based on an interview does not constitute a numerical rating.**

Consideration (as defined by AS 39.25.159) - reviewing a person's entire application in order to determine whether the person should be selected, rejected, or admitted to further steps in the assessment or selection process.

G. Affirmative Action Considerations

Per Alaska Statute 39.28, Alaska Administrative Code 2 AAC 07.175, and the Executive Branch Affirmative Action Plan, all applicants shall be afforded equal employment opportunity. The State's Affirmative Action Hiring Policy is one tool to achieve that end. Affirmative Action goals are a result of an analysis of the State's workforce. Where members of protected classes in

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the State’s Executive Branch workforce are significantly underrepresented as compared to the available labor force, placement goals are established. Hiring managers are to review the Affirmative Action Plan and become familiar with placement goals. Applicants who meet the minimum qualifications and are underrepresented shall be afforded consideration. These applicants will be noted on the referred list with a “Yes” in the underrepresented column.

1. Hiring Manager Responsibility

- a. Hiring managers must ensure they are aware of their agencies placement goals for the job classifications they supervise, and afford consideration to underrepresented applicants who meet or exceed the minimum qualifications for that job classification.
- b. Hiring managers will identify all required considerations by reviewing the “Underrepresented” column on the referred list of applicants for a ‘Yes’ response.
- c. Hiring managers will thoroughly review the application of underrepresented applicants to see if they should proceed to further steps in the assessment or selection process.

2. Agency HR Responsibility

- a. Agency HR will review the eligible list to determine which applicants are underrepresented. All applicants who are underrepresented for that job classification will be identified on the referred list with a “Yes” in the ‘Underrepresented’ column.
- b. Prior to issuing a hire approval, Agency HR will review the referred list to ensure all underrepresented applicants were given consideration.

3. Definitions

Consideration (as defined by 2 AAC 07.999) – an assessment of a candidate during the selection process when the appointing authority has obtained enough knowledge of the candidate’s background in relationship to the job to determine whether or not the candidate should be selected, rejected, or given further consideration; methods of consideration can range from a review of the candidate’s work history, or application, to a telephone or in-person interview; the appointment authority must be prepared to provide the applicant with the job-related reason for which the applicant was not selected.

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