



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Appointment to the Executive Service	DOC Policy 20.4.8
Supersedes:	DOC Procedure #92, "Personnel – Direct Appointment and Non-Competitive Classification Appointment," dated 07/15/98	
Applicability:	Executive service positions	
Directives Cross-Reference:	State Policy 40.055.01	

I. PURPOSE

To explain the process for filling executive service position vacancies.

II. POLICY

It is the policy of the department to recruit competitively for executive service position, create diverse applicant pools and achieve the affirmative action goals of the department.

- A. Competitive recruitment shall be the standard recruitment method used to fill executive service positions
- B. A request for an exception to the standard recruitment method shall be submitted to the Director of the Department of Administrative Services, except as provided in DOC Policy 20.3.3, Effect of Position Class Change on Incumbents, and Administrative Rule 105.40-050, Direct Appointment. Such requests shall be reviewed by the Department of Administrative Services (DAS).
- C. Recruitment plans shall include proactive recruitment strategies designed to attract a talented and diverse applicant pool. The recruitment process shall be documented and maintained in the recruitment file. The Documentation of Appointment to Executive Service form CD 1379, an addendum to this policy fulfills the substantial information to be provided.
- D. A good faith effort shall be made to have a diverse representation on screening and interviewing panels.
- E. All agency head recruitments shall be conducted by the department's Recruitment Unit in conjunction with the Department of Administrative Services, Recruitment and Career Services Section.

III. POLICY CLARIFICATION

- A. Positions in the executive service generally include the Director, Deputy Director, Assistant Directors, Superintendents and principal managers who report directly to the Director or Deputy Director.
- B. Proactive steps to develop diverse applicant pools require the use of outreach strategies such as targeting newspaper, professional organizations, employee networks, community organizations and resume banks.
- C. Where appropriate, applicant accomplishments in the area of promotion of diversity should be considered in the rating process.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Department of Corrections
Documentation of Appointment to Executive Service

Agency Name: _____ **Agency Number:** _____

Class Title: _____ **Position Number:** _____

Work Title: _____ **Salary Range:** _____

Method of Recruitment

_____ Open Competitive _____ Statewide _____ Agency Promotion

Method of Appointment

_____ Certified _____ Direct Appointment

Pool of Candidates

Interview Panel

List with protected group representation

Total Applicants _____ Total Female _____

Total Minority _____ Total Disabled _____

Total Unknown _____

Finalist Pool

Total Finalist _____ Total Female _____

Total Minority _____ Total Disabled _____

Protected Group Appointment Yes _____ No _____

Results of protected Group Recruitment Effort: _____

Date Position Filled: _____

Director or Designee Signature

Date