

OREGON MILITARY DEPARTMENT	NUMBER: AGI-03
INSTALLATIONS DIVISION	EFFECTIVE DATE: 08 FEB 15
SUBJECT: Guidance for Assignment and Hiring of AGI Employees	

1. **APPLICABILITY:** This policy/procedure applies to Oregon Military Department employees of the Installations Division (AGI).

2. **AUTHORITY/REFERENCE:** AGP Policy 99.100.12 Subject: Position Management; AGP Policy 99.100.01 Subject: Position Descriptions; AGP Policy 99.300.08 Subject: Hiring and Selection Process. This policy supersedes AGI-24800.014.08 Chg 2 dated 10 Feb 14.

3. **PURPOSE:** To provide managers and supervisors of with general guidance concerning the assignment of employees within AGI.

4. **DISCUSSION:** Our department's organizational structure has been approved through the Adjutant General Deputy Director (AGDD) of State Affairs to provide an efficient business model that achieves the agency's assigned mission and functions. For this Division, the AGI Director has the responsibility for oversight of position management and development of effective position descriptions that accomplishes this general aim. Each AGI Manager and Supervisor has the responsibility to provide stability in day-to-day operations and to properly manage their assigned employee's welfare and affairs; they also provide recommendations to assist the AGI Director in decision-making that impacts the division as a whole.

5. **POLICY:**

a. Position management decisions for AGI employees are solely within the scope and management authority and responsibility of the Director. Any Manager or Supervisor that is considering reassigning employees to another work location, or recommending reclassifying employees within their respective areas, shall confer with the Director to discuss their rationale and strategy before a final decision is reached. Supervisors should address their concerns and discuss work center management issues with their Manager and then bring recommendations forward to the Director for a final decision.

1) Consultations will occur with the Director of Financial Administration (AGC) and State Personnel Office (AGP) before initiating a reorganization of our work unit or making a change to an employee's work location, duties and responsibilities. Prior to initiating a change, as managers, we need to discuss the impact, if any, on position allocation(s), the employee(s), applicable Master Cooperative Agreement, and the AFSCME labor agreement.

b. Regarding the hiring of permanent or temporary employees, Managers and Supervisors shall actively conduct recruitments to fill position vacancies in accordance with AGP policies. Approval to hire any temporary employee will be the decision of the Director.

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c. When the interview process has been completed the hiring Manager shall assemble all documents and prepare a memorandum similar to Enclosure (1). The documentation and recommendation will be discussed with the Director and after obtaining concurrence to hire the selectee, the complete hiring packet will be provided to AGP.

d. The AGP Director will give final approval to the hiring Manager to make the official job offer to the selectee.

6. RESPONSIBILITIES:

a. The Chief, Support Branch is assigned the responsibility to maintain the division's master organization chart. The master shall be posted on the division's intranet web page.

b. All Branch Chiefs shall promptly update their respective branch organization charts when any changes are made to employees within their respective areas of responsibility. Provide all revisions to the Chief, Support Branch so that the master organization chart is kept up-to-date.

7. INQUIRIES / QUESTIONS: Questions pertaining to this guidance may be directed to the undersigned at (503) 584-3596.



ROY D. SWAFFORD
MAJ (Ret.)
Director of Installations



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 SALEM, OREGON 97309-5047

AGI-X

XX Month YYYY

MEMORANDUM THRU DIRECTOR OF INSTALLATIONS

FOR: Ms. Cindy Forest, Director of State Personnel, Oregon Military Department

SUBJECT: Recruitment for _____ - Job #OMD _____

1. A panel consisting of _____, _____, and _____, conducted interviews on XX-XX date for the _____ - Job #OMD _____ job announcement. _____ (X) candidates were selected to interview.

2. Candidates were interviewed with questions pre-approved by AGP. Mr./Ms. _____ had the highest overall score for all interviewees. Based on the interview results the selection panel has selected and recommends Mr./Ms. _____ as the best suited person for the position. Reference checks were very positive and they support the panel's recommendation.

3. Listed below in rank order are the total points for each candidate interviewed.

Applicant	Interviewer Scores			Total Score	Average Score	Vet Points	Final Score

4. Request permission to advise Mr./Ms. _____ of the final results and the starting salary for (Class) Job Title, Step X (\$ _____), Salary Range XX, be effective DD Month YYYY.

XXXXXXXXXXXXXXXXXXXX
 CHIEF, _____ BRANCH