

DAS Statewide Policy

SUBJECT	Appointment to the Unclassified Executive Service	NUMBER:	40.055.01
:	Human Resource Services Division	EFFECTIVE DATE:	1/17/06

APPROVED: Signature on file with the Human Resource Services Division

POLICY STATEMENT: It is the policy of the State of Oregon to recruit competitively for unclassified executive service positions, create diverse applicant pools, and achieve the Affirmative Action goals of the service.

AUTHORITY: ORS 240.145(3); 240.205(1)(2)(3)(4)(5); 240.570; OAR 105-040-0001(2)(3)

APPLICABILITY: Unclassified Executive service positions as specified in ORS 240.205 (1), (2), (3), (4), and (5)

ATTACHMENTS: None

DEFINITIONS: See HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

POLICY:

- (1) It is the policy of the State of Oregon to recruit competitively for unclassified executive service positions, create diverse applicant pools, and achieve the Affirmative Action goals of the service.
 - (a) The standard method for filling an unclassified executive service position shall be through a competitive recruitment process.
 - (A) Unclassified Executive Service is defined in HRSD State Policy 30.000.01, Position Management as positions specified in ORS 240.205 (1), (2), (3), (4) and (5).
 - (B) 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.
 - (i) Proactive steps to develop diverse applicant pools require the use of outreach strategies such as targeted newspapers, professional organizations, employee networks, community organizations, and resume banks.
 - (ii) Where appropriate, applicant accomplishments in the area of promotion of diversity should be considered in the selection process.
 - (C) A good faith effort shall be made to have diverse representation on screening and interview panels.
 - (D) Recruitment efforts for an agency head will be conducted by the Statewide Recruitment Services Section of the Division in conjunction with the agency. The agency may request to conduct the recruitment with oversight by the Statewide Recruitment Services Section of the Division.
 - (b) The agency head has the delegated authority and discretion to make an appointment to fill an unclassified

executive service position provided the criteria listed in (b)(A) or (B) is met.

(A) The appointment must meet one of the following criteria:

- (i) A recent competitive recruitment results in no suitable candidates as determined, documented, and certified by the agency head. To be considered recent, a competitive recruitment must have been completed within the previous six (6) months. or
- (ii) The appointment is made consistent with a court or administrative order, consent decree, court or administrative settlement, or negotiated tort claim settlement; or
- (iii) The position requires special or unique skills at the professional level. Special or unique skills at the professional level are those which require specialized knowledge typically acquired from college coursework at the bachelor degree level or beyond; or
- (iv) The position being filled has critical timing requirements affecting recruitment. Critical timing requirements affecting recruitment means that the position is critical to agency operations and there is a demonstrated need to fill the position quickly.

(B) A request for an exception to the standard competitive recruitment method for reasons other than stated in section (b)(A) above shall be submitted to the DAS Director prior to making the appointment.

(c) An appointment to unclassified executive service positions made under Section (1)(b) of this policy shall be documented. The documentation shall be retained for a minimum of three (3) years. The documentation shall cite the applicable criteria, supporting facts, the qualifications of the individual selected, and the agency appointing authority authorization signature. A completed Appointment to Unclassified Executive Service form (an addendum to this policy) with appropriate attachments may serve as such documentation.

(1) Performance Measure:	Number of appointments made through an exception to the competitive recruitment process versus number of appointments made through a competitive recruitment process.
Performance Standard:	Minimal
(2) Performance Measure:	Percent of appointments made with documentation showing the appointment met the appropriate criteria in Section 1(b).
Performance Standard:	100%
(3) Performance Measure:	Percent of appointments that have documentation on the recruitment process on file.
Performance Standard:	100%

Appointment to the Unclassified Executive Service

40.055.01

Documentation of Appointment to Unclassified Executive Service

1. AGENCY NAME:	2. AGENCY NUMBER:
3. HIRING MANAGER:	4. PHONE NUMBER:
5. POSITION CLASSIFICATION TITLE AND NUMBER:	6. POSITION NUMBER:

7. COMPETITIVE RECRUITMENT METHOD (PPDB = B):

D a. ANNOUNCEMENT #: _____

PLEASE DESCRIBE RECRUITMENT METHODS USED THAT DEMONSTRATE PROACTIVE STRATEGIES TO PROMOTE DIVERSITY: (Please feel free to attach additional pages.)

ORIGINAL APPLICANT POOL:

FINALIST APPLICANT POOL:

DATES OF RECRUITMENT:

TOTAL APPLICANTS_

TOTAL APPLICANTS_____

OPEN: _____

TOTAL FEMALE_____

TOTAL FEMALE_____

CLOSE: _____

TOTAL MALE_____

TOTAL MALE_____

TOTAL MINORITY_____

TOTAL MINORITY_____

DATES OF INTERVIEWS:

TOTAL DISABLED_____

TOTAL DISABLED_____

1ST ROUND: _____

TOTAL UNKNOWN_____

TOTAL UNKNOWN_____

2ND ROUND: _____

INTERVIEW PANEL: MEMBERS: _____

D b. APPOINTMENT PURSUANT TO HRSD STATE POLICY 40.055.01, APPOINTMENT TO UNCLASSIFIED EXECUTIVE SERVICE: (Please indicate applicable criteria and attach supporting documentation) (PPDB Code = D)

D FAILED OPEN COMPETITIVE RECRUITMENT (HRSD State Policy 40.055.01(1)(b)(A)(i)); or

D COURT OR ADMIN ORDER/SETTLEMENT/CONSENT DECREE (HRSD State Policy 40.055.01(1)(b)(A)(ii)); or

D POSITION REQUIRES UNIQUE/SPECIAL SKILLS AT PROFESSIONAL LEVEL (HRSD State Policy 40.055.01(1)(b)(A)(iii)); or

D CRITICAL TIMING REQUIREMENTS AFFECTING RECRUITMENT (HRSD State Policy 40.055.01(1)(b)(A)(iv)).

D c. **AN EXCEPTION TO THE STANDARD RECRUITMENT METHOD HAS BEEN APPROVED BY THE DAS DIRECTOR** FOR REASONS NOT INCLUDED IN HRSD STATE POLICY 40.055.01(1)(b)(A)(i-iv). (Attach request and approval to this form.)

(PPDB Code = A)

8. APPOINTEE NAME:	9. DATE OF OFFER: _____ START DATE: _____	10. SALARY OFFERED: _____ SALARY ACCEPTED: _____
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11. SIGNATURES:

SUPERVISOR'S PRINTED NAME AND SIGNATURE

DATE

PHONE NUMBER

APPOINTING AUTHORITY PRINTED NAME AND SIGNATURE

DATE

PHONE NUMBER