



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b>	<b>Types and Order of Applicant Lists</b>	<b>DOC Policy: 20.4.3</b>
<b>Supersedes:</b>	<b>7/15/98</b>	
<b>Applicability:</b>	<b>Applicants for DOC positions, management service employees, and initial appointment to all classified positions</b>	
<b>Directives Cross-Reference:</b>	<b>State Policy 50.020.01; OAR 105-40-020</b>	

## I. PURPOSE

To explain the criteria, types and order of applicant lists.

## II. DEFINITIONS

A. The entry level classifications established for injured workers, pursuant to state policy 50.020.01, Return to Work of Injured Workers, any of the following classes not requiring prior agency experience:

1. All classes defined as entry in the title;
2. Single-level classes and the first level of a class series;
3. Vacant positions which require identified special skills beyond the minimum qualifications may preclude appointment of available injured workers to those positions

Supervisory and managerial classes or classes that are at a higher level than the classification in which the employee was working at the time of injury are not considered as entry level.

## III. POLICY

The Department of Corrections (DOC) shall use a variety of applicant lists, some of which have an established order of use per state policy, to facilitate the selection of qualified applicants

A. First Consideration: Injured Worker List consists of qualified injured workers who were state employees at the time of injury. The injury must have been determined to be a compensable work related injury and the employee must not have waived reinstatement and re-employment rights in accordance with state workers' compensation laws.

1. These lists are established by class for entry-level classifications, vacant stand-alone classifications or the first level of a classification series. Placement on the list shall be ascending order of year the employee requested return to work. The term of eligibility on the

list is until the employee is returned to an available and suitable position as long as they meet eligibility requirements under OAR 105-50-020, Return to Work of Injured Workers.

2. Injured Worker Lists shall be used first when filling a vacant position in an appropriate classification identified for the return of injured workers. See Attachment A for a listing of department injured worker classifications. Employees shall be appointed in the order in which they appear on the list if the employee meets the qualifications for the position. This list is by-passed when the class of the position to be filled is other than an injured worker classification.
3. Exceptions are:
  - a. Other injured workers, and
  - b. Employees entitled to appointment to the position pursuant to provisions or other employment restrictions of any applicable collective bargaining agreement(s).

B. Second Consideration: DOC Layoff List shall consist of the names of regular status permanent (full or part-time) and/or regular status seasonal employees who separated from the service in good standing due to layoff or demotion in lieu of layoff. These lists are established by class within the type of service (i.e., classified represented, classified unrepresented, management service) where not in conflict with the collective bargaining agreement;

1. The term of eligibility on the list is two years from date of layoff/demotion, or until the employee is returned to an equivalent position from which laid off, whichever comes first.
2. The DOC layoff list shall be used when no qualified injured worker is available to fill the vacant position or the position is other than an injured worker entry-level class. An employee on the DOC layoff list of the same class and type of service of the position to be filled shall be appointed if the employee meets the special qualifications, if any, for the position. Appointments from the list shall be made consistent with DOC's layoff plan.

C. Third Consideration: Statewide Re-employment Layoff Lists shall consist of names of employees in the management and classified unrepresented service who have been laid off, and executive service employees terminated due to reduction in force.

1. These lists are established by class. An employee may require placement through DOC's Recruitment Office for classes in which they are qualified and which are the same classification, or same, equal or lower salary range. The term of eligibility shall not be longer than two years from the date of layoff, or when a person accepts a position and is returned to work (other than temporary work).
  2. Statewide Re-employment Layoff Lists shall be used when there are no qualified employees on the DOC layoff list or no DOC layoff list exists. DOC shall consider employees on the list for the classification and may consider related classifications having similar knowledge and skills as the position to be filled and shall interview those employees who meet the special qualifications, if any, for the position.
  3. Agency promotion lists, statewide promotion lists, statewide transfer lists and open competitive lists may be used to supplement the applicant pool when fewer than five qualified candidates reappear on the Statewide Re-employment Layoff List.
- D. The consideration of using other lists at DOC's discretion shall follow the Injured Worker, DOC Layoff, and Statewide Re-employment Layoff lists. Use of these lists applies to classified represented and management positions only on an initial appointment and shall follow this sequence:
1. Agency Transfer Lists shall consist of names of DOC employees who are eligible and for which they are qualified of the same, equal or lower salary range. Human Resources Policy 20.4.12 clearly delineates the process whereby transfers are utilized within the department.
  2. Agency Promotion Lists shall consist of names of DOC employees who meet the qualifications for the position and pass appropriate promotional exam, if any. These lists are established by class. The term of eligibility shall not be less than one month, nor more than two years from date of placement or adoption of the list, whichever is later.
  3. Statewide Promotion Lists shall consist of names of state employees who meet the qualifications of the position and pass the appropriate promotional exam, if any. These lists are established by class. The term of eligibility shall not be less than one month, nor more than two years from the date of placement or adoption of the list, whichever is later.

4. Open Competitive Lists shall consist of names of persons seeking employment with the state who meet the qualifications of the position and pass the appropriate entrance exam, if any.

These lists are established by class. The term of eligibility shall not be less than one month nor more than two years from the date of placement or adoption of the list.

#### **IV. IMPLEMENTATION**

This policy shall be adopted immediately without further modification.

**DEPARTMENT OF CORRECTIONS**  
**Injured Worker Classifications**

<u>Classification Number</u>	<u>Classification Title</u>
C0015	Medical Record Specialist
C0103	Office Specialist 1
C0107	Administrative Specialist 1
C0118/X0118	Executive Support Specialist 1
C0210	Accounting Technician 1
C0430	Grants/Contracts Coordinator
C0709	Inventory Control Specialist
C0771	Purchaser 1
X0805	Office Manager 1
C0810/X0810	Project Coordinator
C0812	Program Technician 1
C0816/X0816	Program Representative 1
X0830/Z0830	Executive Assistant
X0833	Supervising Executive Assistant
X0851	Principal Contributor 1
C1205	Fiscal Coordinator 1
C1215	Accountant 1
C1243	Fiscal Analyst 1
X1319	Human Resource Assistant
C1338	Training and Development Specialist 1
X1518	Supervising Corrections Hearings Officer
C1530	Hearings Officer 1
C2219	Corrections Library Coordinator
C2350	Diagnostician
C4101	Custodian
C4107	Corrections Landscaper
C4112	HVAC Control Technician
X4123	Trades/Maintenance Coordinator
C4201	Corrections Plant Maintenance Worker
C4203	Corrections Painter
C4206	Corrections Carpenter
C4216	Corrections Plumber
C4217	Corrections Electrician
C4246	Corrections Boiler Operator
C4250	Stationary Boiler Operator
X4253	Boiler Operations Supervisor
C4409	General Maintenance Mechanic
C4412	Corrections Auto Mechanic
C5237	DOC Inspector 1
C5310	Construction Inspector
X5339	Facilities Specialist

C6138	Health Services Technician
C6214	Institution Registered Nurse
C6255	Nurse Practitioner
C6257	Physician Assistant
C6260	Pharmacist
C6268	Clinical Dietician
C6293	Behavioral Specialist
C6298	Psychometrician
C6348	Radiologic Technologist
C6385	Pharmacy Technician 1
C6391	Dental Assistant
C6518	Corrections Recreational Specialist 1
C6531	Mental Health Specialist
C6680	Chaplain
X6682	Volunteer Program Manager
C6775	Correctional Officer
C6781	Correctional Counselor, Entry
X6786	Correctional Counselor Supervisor
X7000	Principal Executive/Manager A
C9120	Corrections Food Service Coordinator