



## DEPARTMENT OF ADMINISTRATIVE SERVICES

# HUMAN RESOURCE SERVICES DIVISION

## RECRUITMENT MANUAL

This manual has been provided as a guide when developing announcements and examinations. It also provides answers to general recruitment related questions as well as sample forms and letters.

There are certain functions within the process that **must** be performed. These functions are referenced by statute (ORS), Oregon Administrative Rule (OAR) or HRSD State Policy and must be accomplished unless precluded by union contract.

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### Announcement Distribution

To have DAS/HRSD upload your announcement to the State's Jobs Page,  
**Email your Announcement to:**



**ANNOUNCEMENT DISTRIB**

### Contact Us

To report errors or provide suggestions regarding this manual  
**Email**



**HRSD Recruitment**

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## **RECRUITMENT MANUAL - CHAPTER A**

### **Recruiting Announcements**

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Advertising Information

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- Preference Statements

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- DAS Assigned (Checklist Form)
- Agency Assigned Numbers
  - ▶ Agency Codes

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- Formatting
- Distribution
- Post Codes

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Tests

- Developing T & E Tests
- Tool Kit Information
  - ▶ Tool Kit Order Form

# A VACANCY – WHERE TO BEGIN

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## 1. REVIEW THE “REQUEST TO FILL”

This form, received from one of your hiring managers, should be accompanied by:

- A. Confirmation of approval by the appropriate appointing authority; and
- B. An updated copy of the position description (PD).

## 2. REVIEW THE POSITION DESCRIPTION

The PD is basic to developing a job announcement and conducting an effective recruitment. The fundamental purpose of the PD is to clearly define the tasks and responsibilities of the job. When filling a vacancy, the PD should be as up-to-date as possible and following are questions to ask the hiring manager to confirm the PD is current:

- A. Has the job changed since the last position description was written?  
(If so, determine if you need to request an audit of the position)
- B. Do you want or need to assign different duties for this position?
- C. Is the PD written clearly so an applicant will understand what is expected of him/her if selected for the job?

**NOTE:** If any of the **Essential Functions** on the PD have changed, the position should be reviewed for proper classification.

- 2. **Check for a position number.** No position number indicates the position may not have been established. If it has **not** been established a recruitment cannot be opened.

**Exception:** If the position is expected to clear BAM, E-Board approval, or next biennium's budget, you may be able to open it by providing the following statement in the “General Information” section of the announcement:

"This position is limited duration through     (date)     and may become permanent pending legislative approval."

## 3. New Announcement or Augment Existing Announcement?

- A. Is there is a previous recruitment that **has not expired?** To find out, check your recruitment records, the "Eligible List Statistics By Availability" report if available, or the JAN1 file of APPL/CERT. You may also contact DAS Recruitment for assistance.

If there is an existing list and:

- a. **MQs and test are the same:** augment the existing list.  
Refer to [Augmenting An Announcement](#) for additional information.
- b. **MQs or test have changed:** cancel the existing list before opening a new announcement with the correct MQs. **Active applicants must be notified.**  
Refer to [Applicant List Cancellation Process](#) in Chapter C for additional information.

## 4. Proceed with the recruitment process:

- A. Send the completed Recruiting Request Form to DAS/HRSD; **or**
- B. If you have delegated authority, **develop** job announcement, test, and rating criteria as needed.

- END -

## ADVERTISING INFORMATION

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The State of Oregon has a current Advertising Broker Contract with TMP Worldwide for advertising services related to job recruitments.

You are required to place recruitment advertisements through TMP Worldwide for recruitment ads with mandatory publications. You are encouraged to place ads with optional publications through TMP to take advantage of the buying power of the State's recruitment advertising contract.

**MANDATORY PUBLICATIONS:** Media for which you **must** place recruitment ads through TMP Worldwide. Mandatory publications are identified in the contract.

**OPTIONAL PUBLICATIONS:** Media for which you have the option of placing recruitment ads through TMP Worldwide or directly with the publisher. All print publications not listed as "mandatory" fall in the "optional" category.

| <b>TMP CONTACTS</b>   |  |
|---|--|
| <b>Ad Placement – Billing Questions</b>   | <b>State Account Manager</b>   |
| <b>Contact TMP at:</b><br>Phone: 800-411-1138 x328 or<br>(503) 224-5441 (local calls)<br>Fax: 503-224-6414<br>Email: <a href="mailto:oregon@tmp.com">oregon@tmp.com</a> | <b>Janet Schober</b><br>Phone: 800-411-1138 x340<br>503-821-1871<br>Fax: 503-224-6414<br>Email: <a href="mailto:janet.schober@tmp.com">janet.schober@tmp.com</a> |

For a copy of the current Ad Broker Contract in Microsoft Word, email Glenda Anderson at [glenda.anderson@state.or.us](mailto:glenda.anderson@state.or.us).

- END -

# ANNOUNCEMENT PREPARATION

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Developing an accurate and informational announcement will allow applicants to screen themselves which makes the recruitment process more efficient.

Use the [Recruiting Request Form](#), [Recruiting Request Instructions](#), [Position Description](#), and the following information to assist you in developing your job announcements.

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## A. EVALUATE THE FOLLOWING:

1. How many positions in this classification (performing similar duties) does your agency have? Where they are located?
  - Should the announcement be opened for multiple positions and geographic locations or for a single position?
2. Check the Compensation Plan (on the internet) for the correct salary. Be sure to use the correct Representation Code(s).
3. Review the duties for clarity and conciseness. Are they are consistent with the level and type of work of the class and are they consistent with the position description?
4. Are the working conditions, travel information, and other special requirements appropriate?
5. Review the test plan (on the internet) to ensure you are using the most recent MQs and test (if applicable);
  - Has a test already been developed? If yes, has the test been successful in drawing the knowledge and skills from applicants that you're looking for?
7. Is there other information applicants might find helpful that can be added to the announcement?

## B. DEVELOPING THE ANNOUNCEMENT - All announcements must contain the following information: **OAR 105-040-0010 (1)(b)(A)**

- |                             |                                 |
|-----------------------------|---------------------------------|
| 1. Announcement Number      | 7. Open and Close Dates         |
| 2. Class Title and Number   | 8. Working Title                |
| 3. Salary                   | 9. Public Disclosure Statement  |
| 4. Minimum Qualifications   | 10. Duties and Responsibilities |
| 5. Working Conditions       | 11. Selection Method            |
| 6. How To Apply (and where) | (Test, QLF, Random, etc.)       |

## C. ANNOUNCEMENT & EXAM NUMBERS:

(Test numbers are not used for "Qualify" announcements.)

1. Classified and Management Service Announcements
  - a. To obtain numbers from DAS, refer to: [DAS-Assigned Announcement Numbers](#)
  - b. To assign your own numbers, refer to: [Agency-Assigned Announcement Numbers & Examination Numbers](#)



## D. OPEN DATE

1. **HRSD Distribution:** The open date depends on when the **finished announcement** is received by DAS Recruitment:
  - A. If received by HRSD **before noon** – the open date will be the **following workday** (remember weekends and holidays).
  - B. If received by HRSD **after noon** – the open date will be **2 work days later** (remember weekends and holidays).
2. **Agency Distribution:** The open date should be the **workday** following the date of upload. (Remember weekends and holidays).

## E. OPEN PERIOD - Consider the following factors when determining an open period:

- Adequate time for applicants to apply
  - Holidays (no postal service)
  - Advertising period
  - How difficult it's been in the past to fill the position
  - Affirmative action goals
  - Time for applications to arrive by mail
  - Number of positions to be filled
  - Labor market conditions
1. **Open Competitive (OC)** and **Statewide Promotion (SW)** recruitments must be open a minimum of **two (2) weeks**. **OAR 105-40-010(1)(B)**.
  2. **Agency Promotion (AP)** – Unless otherwise directed by your Collective Bargaining Agreement, AP announcements may be open less than two weeks as long as agency employees have adequate time to apply. **OAR 105-040-0010(1)(B)**.
  3. **OPEN UNTIL FURTHER NOTICE (OUFN)**
    - A. As a general rule, announcements should only be open continuous when:
      - a. used frequently; or
      - b. when positions are hard to fill.
    - B. When considering whether to keep an announcement open, ask:
      - a. How often do vacancies occur?
      - b. How often is the list used?
      - c. Are the positions hard to fill?
    - C. If the announcement is OUFN, include a statement that explains the announcement **may close at any time without notice**.

**NOTE:** If this statement is **not included**, the announcement **cannot** be closed without providing **2 weeks notice**.
    - D. Periodically review OUFN announcements for required **updates**, and to **re-evaluate** the need for the recruitment to remain open.

## F. CLASSIFICATION TITLE AND NUMBER - Announcements require a correctly formatted classification title and classification number to be posted on the Internet and the State Jobs Public Display (SJPD). The classification number must begin with the correct alpha prefix code (such as C0103 or X7004).

**G. WORKING TITLE** - The working title is important for recruitments if it defines the job. It should be listed directly beneath the classification title on the first page of the announcement. Working titles are not required and **should not be listed when** the working title is the same as (or very similar to) a classification title (such as “Administrative Assistant”).

## **H. SALARY RANGE**

The salary may be listed as monthly or annually. Be sure to verify salary before posting. The most current salary information can be found, along with the Classification Specifications, on the DAS/HRSD web site at: <http://www.hr.das.state.or.us/hrsd/class/>

## **I. PUBLIC DISCLOSURE STATEMENT**

Applicants **must** be advised if a position requires a pre-employment background investigation (such as criminal record checks, driver record checks, background investigations, etc.). This information is listed in the GENERAL INFORMATION section of the announcement.

**J. MINIMUM QUALIFICATIONS** – In the TO QUALIFY section, you must list:

1. The minimum qualifications established for the classification, and any special qualifications required of the position.

**NOTE:** Variations to standard minimum qualifications stated on the Test Plan **must** be discussed with your HRSD Recruitment Specialist.

2. **Qualified (QLF)**

You may wish to use a “qualified” rating factor rather than a test when you expect a small number of applicants (usually 10 or less). With QLF recruitments, you **must interview all qualified applicants** listed on your Certificate of Eligibles.

3. **PREFERENCE STATEMENTS**

Preference statements are added to the minimum qualifications to advise applicants of the importance of specialized knowledge or skill. Neither option is used to **reject** an application or to exclude an applicant from being interviewed.

**Following describes the two ways in which preference statements are used.**

**OPTION A** – The preference **is not tested**:

The statement *“Preference **may be given to applicants with . . .**”* must never be used to exclude applicants from the interview process. This option is used when the **test does not** measure the specialized background desired. When this statement is used it allows you flexibility in choosing someone with or without the specialized background.

For example, after interviews are conducted and evaluations are completed, the top candidate may be one without the preference because they have other critical attributes.

**OPTION B** – The preference **is tested**:

The statement *“Preference **will be given to applicants with . . .**”* requires the preference to be **included in one of the test** questions. When Option B is used, the preference must be justified in the position description.

If the test questions are weighted appropriately, applicants who have the preferred attribute will receive a higher test score than others. Applicants whose backgrounds do not include the specialized experience/education may not score high enough to be invited for an interview.

## K. DUTIES AND RESPONSIBILITIES

The announcement does not need to include every duty and responsibility that is listed on the Position Description. However, it must include those for which you have developed a test question and it is important to list the **most essential** functions. Use a brief opening statement that summarizes the purpose of the position and list the duties as bulleted items that begin with action verbs. Keep like-functions together in paragraphs.

### Example:

These positions are responsible for the day-to-day operation of a cottage, supervising staff, and coordinating the casework and counseling of youth committed to the youth correctional facility. Major duties:

- assures that a treatment plan is negotiated with each youth offender assigned to the cottage or living unit; addresses problem areas described in the initial review provided by the committing courts; establishes long and/or short-term goals with each youth;
- works with parole officers, juvenile departments and private providers to ensure an effective transition plan is in place; and
- directs or coordinates a treatment modality within individual/group therapy sessions; observes, gathers data, and evaluates treatment processes for each youth.

## L. WORKING CONDITIONS

Working conditions describe specific conditions that are out of the ordinary and cannot be controlled through training and safe work practices. Include how often such conditions are present. **For example:**

- Has regular contact with hostile individuals on a daily basis;
- Requires bending, stooping, crawling and climbing in the process of doing inspections;
- Works outside in all kinds of weather; and
- Uses a computer terminal at least four hours per day.

You may wish to add the following statement to meet ADA requirements:

*“The duties of the position must be performed with or without reasonable accommodation.”*

## M. TESTS

If a large number of applicants are anticipated, a test may be administered to reduce the number of candidates who must be invited to interview.

If you issue an announcement with a test, but think it's possible your applicant pool may be small enough that you would **interview all qualified candidates**, you can include the following statement on your announcement to eliminate the time for grading:

“If a small number of applications are received, all those qualified may receive a Qualified (QLF) score in which case the test would not be graded.”

**NOTE:** If a test is not graded and applicants are rated as “QLF”, **future augments must be issued as a QLF.**

**Changing a Test:** If a **test is changed** after an announcement is opened, the announcement **must be canceled** and a new announcement developed. Applicants on the canceled list **must be**:

1. Notified the list is being canceled (refer to **Batch Notices**); and
2. Provided a copy of the new announcement (refer to **210 Letters**).

**Supplemental Screening:** If you receive a large number of applications when only a few were expected, you may want to administer a supplemental screening device such as exam questions. Since the scores for a supplemental test will not generate a grade notice, it is especially important for the applicants to be notified of their final scores and given the cut-off score being used for the interview.

**N. SKILL CODES** identify special qualifications related to a position. If the number of skill codes are small, they may be added directly into the announcement. If there are a large number of skill codes, they are developed on a separate page and are typically at the end of an announcement. When a separate skill codes sheet is used, applicants are advised to submit the completed skill code sheet as part of their application materials.

## **O. HOW TO APPLY**

This section helps decrease time-consuming phone calls and needs to explain:

1. how and where applicants are to submit their application materials;
2. the grading process; and
3. other pertinent information that will assist applicants in successfully completing the application process and delivering their application materials before the close date.

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**AFTER YOUR ANNOUNCEMENT IS DEVELOPED**, format the announcement for electronic distribution. Refer to the **Electronic Announcement Formatting** Instructions.

- END -

## DAS-ASSIGNED ANNOUNCEMENT & EXAM NUMBERS AGENCY CHECKLIST

Please have the following information ready when you call your Recruitment Specialist for announcement and exam numbers. If we're already on the phone, you may leave the information on voice mail and we will call you back with your number(s). We cannot issue numbers unless we have ALL the information listed below.

**This completed form is also good documentation for your recruitment file.**

|  |                      |
|--|----------------------|
| <b>DATE:</b>   |                      |
| <b>AGENCY NUMBER:</b>  | <b>CLASS NUMBER:</b> |
| <b>CLASSIFICATION TITLE:</b>   |                      |
| <b>WORKING TITLE:</b><br>(Identifies position-specific recruitments)   | <b>POST CODE</b>     |
|  | <b>D</b>             |
| <b>MINIMUM QUALIFICATIONS</b> - Is there a change from the test plan MQs?<br>If yes, have you discussed the changes with your HRSD Recruitment Specialist?   |                      |
| <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |                      |
| <b>RECRUITMENT TYPE:</b> Do you want to use an LE announcement prefix? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                      |
| <input type="checkbox"/> OC (Open Competitive) <input type="checkbox"/> SW (Statewide Promotion) <input type="checkbox"/> AP (Agency Promotion)  |                      |
| <b>ELIGIBILITY PERIOD:</b> <input type="checkbox"/> 3 mos <input type="checkbox"/> 6 mos <input type="checkbox"/> 12 mos <input type="checkbox"/> 24 mos <input type="checkbox"/> Other _____<br>(length of time list is to be valid and candidates will be active on the list (between 1-24 months)). |                      |
| <b>DATE LAST RECRUITED:</b>  |                      |
| Is there a current <b>valid list</b> to be cancelled or augmented? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                      |
| If yes, list the <b>previous announcement number:</b> _____  |                      |
| <b>VALID LIST</b> - a list that has not expired and includes applicants whose test scores have not expired.  |                      |
| <b>AUGMENT ANNOUNCEMENT NUMBER:</b>  |                      |
| Augment list if: <b>a)</b> the list is still valid but you need to add names to the list, <b>and b)</b> neither the test nor the MQs have changed, <b>and c)</b> it has the same eligibility period.   |                      |
| Cancel list if: <b>a)</b> the list has been exhausted, <b>b)</b> the list is about to expire, <b>c)</b> test questions/criteria have been changed, <b>or d)</b> MQs have been modified.  |                      |
| <b>NOTE:</b> Augments <b>must</b> retain the same <b>final score type</b> as the original announcement.  |                      |
| <b>OPEN DATE:</b>  | <b>CLOSE DATE:</b>   |
| <b>TYPE OF TEST:</b> <input type="checkbox"/> E&T Questions <input type="checkbox"/> E&T Supplemental<br><input type="checkbox"/> QLF (use only when ALL candidates will be interviewed, <b>OR</b> the selection method is <b>clearly described</b> on the announcement)                               |                      |
| <b>REQUESTED BY:</b>   |                      |
| DAS Recruitment Specialist:  |                      |
| <b>ANNOUNCEMENT NUMBER:</b>  |                      |

- END -

# AGENCY-ASSIGNED ANNOUNCEMENT NUMBERS and EXAMINATION NUMBERS

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If you have **DAS Delegated Authority**, you may assign your own announcement and test numbers whether you upload your own announcement or have DAS Recruitment upload on your behalf.

**Critical:** **Do not duplicate announcement numbers.** If you have a posted announcement and then transmit a second announcement with the same announcement number, the second announcement will **replace** the first. Two announcements with the same number will not appear electronically at the same time.

If you have any questions or problems assigning announcement and/or examination numbers, call your DAS Recruitment Specialist for assistance.

## 1. ANNOUNCEMENTNUMBERS for OC, SW, and AP Announcements

a. **FIRST TWO DIGITS** - identifies the announcement type:

|                                   |                        |
|-----------------------------------|------------------------|
| OC = Open Competitive             | JR = Job Rotation      |
| SW = Statewide Promotional        | ES = Executive Service |
| AP = Agency Promotional           | NC = Non- Competitive  |
| LE = is used for any of the above |                        |

b. **3<sup>rd</sup> and 4<sup>th</sup> digits** - identifies your agency.

This 2-digit code is constant for your agency and is assigned by DAS/HRSD. Please call your Recruitment Specialist to obtain your agency's announcement number code.

c. **5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> digits**

The numbering system developed by your agency.

d. **9<sup>th</sup> digit** – used only for **augmented announcements**.

On a first augment use suffix code A; for the second augment use suffix code B, etc.

**EXAMPLES: LECB0001  
LECB0001A**

## 2. JOB ROTATION, EXECUTIVE SERVICE, & NON-COMPETITIVE ANNOUNCEMENTS

a. **1<sup>st</sup> and 2<sup>nd</sup> Digits** – Identifies the announcement type:

|                        |
|------------------------|
| JR = Job Rotation      |
| ES = Executive Service |
| NC = Non-Competitive   |

b. **3<sup>rd</sup> – 8<sup>th</sup> Digits** = Your agency number.

**NOTE:** Total must be 8 digits, so you must insert an extra number either before or after your agency number. **EXAMPLES: ES010700 or ES107000**

3. **EXAMINATION NUMBERS** – Assign 5-digit examination numbers if the announcement includes a test. On “QLF” announcements, no examination number is assigned.

a. **1<sup>st</sup> and 2<sup>nd</sup> Digits – Agency Code** (the same as used for announcement numbers)

b. **3<sup>rd</sup> – 5<sup>th</sup> Digits** – Developed by your agency. **EXAMPLE: CB001**

**CRITICAL:** duplicate examination numbers may cause error messages when data entering applications into the APPL/CERT system (such as “too soon”).

- END -

**AGENCY CODES**  
**FOR ASSIGNING ANNOUNCEMENT & EXAM NUMBERS**  
 Call your DAS/HRSD Recruitment Specialist for questions and assistance

If assigning announcement numbers is a new process for your agency, or if you would like DAS to allocate an agency code for your agency so you can begin assigning announcement numbers, **call your Recruitment Specialist** for assistance.

To eliminate duplicate announcement numbers, this process must be **strictly adhered to**.

**NOTE: DO NOT CHANGE YOUR CODE.**

If you would like a new code, contact your DAS Recruitment Specialist

| AGENCY NAME                    | CODE |
|--------------------------------|------|
| Administrative Serv, Dept of   | DA   |
| Agriculture, Dept of           | AG   |
| Blind, Commission for          | BL   |
| Consumer & Business Services   | CB   |
| Corrections Dept               | CO   |
| Economic Development Dept      | EC   |
| Education, Dept of             | ED   |
| Employment Dept                | EM   |
| Employment Relations Board     | ER   |
| Energy, Dept of                | EN   |
| Environmental Quality, Dept of | EQ   |
| Fish & Wildlife, Dept of       | FW   |
| Forestry Dept                  | FR   |
| Geology & Min Dept             | GM   |
| Housing & Comm Serv Dept       | HC   |
| Human Services, Dept of        | HS   |
| Justice, Dept of               | JT   |
| Labor & Indus, Bur of          | LI   |
| Land Conserv & Dev, Dept       | LC   |
| Library, Oregon State          | SL   |
| Liquor Control Commission      | LQ   |

| AGENCY NAME                   | CODE |
|-------------------------------|------|
| Lottery Commission            | LT   |
| Marine Board                  | MB   |
| Medical Exam, Board of        | ME   |
| Military Dept                 | MT   |
| Nursing, Board of             | NB   |
| Oregon Youth Authority        | YA   |
| Parks & Rec Dept              | PR   |
| Parole/Post Prison Supv Board | PP   |
| Police, Oregon State          | SP   |
| Public Empl Retirement Sys    | PE   |
| Pub Sfty Stds & Trng, Dept of | ST   |
| Public Utility Comm           | PU   |
| Real Estate Agency            | RL   |
| Revenue, Dept of              | RV   |
| Secretary of State            | SS   |
| State Lands, Div of           | DL   |
| Teacher Stand & Prac Comm     | TS   |
| Transportation, Dept of       | DT   |
| Treasury, Oregon State        | TR   |
| Veterans Affairs, Dept of     | VA   |
| Water Resources Dept          | WR   |

- END -



# AUGMENTING AN ANNOUNCEMENT

A recruitment is augmented (re-opened) to increase the size of your applicant pool

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1. **Eligibility:** An announcement can be augmented **only if the eligibility has not expired**. If eligibility has expired, issue as a new announcement.
  - If you wish to augment a recruitment but the eligibility is about to expire, it is possible to extend the eligibility period **first** and **then** augment the announcement.
  - Augmented announcements must be issued with the same eligibility period as what the original recruitment is at the time of augment.
2. **THINGS TO REMEMBER** - When augmenting, the following items **must remain the same** on the new announcement as the original recruitment:
  - A. Working title
  - B. Duties
  - C. Working conditions
  - D. Eligibility period
  - E. Exam questions
  - F. Supplementals

**NOTE:** If the original recruitment included exam questions, but ended up being graded QLF because only a few applications were received, **the augment must be QLF**.
3. **“LE” announcement numbers** can be augmented as any of the following:
  - A. Open Competitive,
  - B. Statewide Promotion, **or**
  - C. Agency Promotion.
4. **Position Locations:** You may list a different location for current vacancies if the original recruitment indicated you have positions in multiple locations and that the recruitment would be used to fill future vacancies. This eliminates opening and closing similar announcements when the only real difference is the geographic location.

If the duties of the positions are primarily the same but have some minor differences, you may develop a generic announcement for multiple locations and provide a copy of the position description to applicants when scheduling interviews.
5. **Re-evaluate** announcements augmented past a “C” (the original recruitment and 3 augments), Review the recruitment, exam questions, and criteria to ensure its effectiveness and that the announcement is still accurate.
6. **Re-Interviewing Candidates** - A candidate previously interviewed for a position but was not selected and their name appears on the Certificate of Eligibles for another vacancy. The following helps you decide if you need to re-interview the candidate :
  - A. **Candidate interviewed within the last 60 days.** If the position and interview are **identical** to the previous, you do not need to contact the candidate for re-interview, but the candidate must be considered for the position from previous interview material.
  - B. **Candidate interviewed more than 60 ago.** The candidate must be invited to interview. If candidate wishes, they may be considered from previous interview material.

- END -



# DELEGATED AUTHORITY REQUEST

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Authorization to conduct delegated recruitments must be obtained from an (HRSD) Recruitment Specialist by completing this Delegated Request Form and returning it to HRSD.

Signing of this form certifies that your agency will accept responsibility for delegated announcements and exams and that you agree to follow all mandatory steps in the recruitment process as referenced by law, rule or policy unless precluded by union contract. Advice and assistance are available by contacting an HRSD Recruitment Specialist.

The approved copy of the Delegated Authority Request Form will remain on file with HRSD.

\_\_\_\_\_ requests (or renews) delegated authority to develop announcements and exams and to conduct recruitments for classifications for positions unique to this agency.

## **AGENCY AGREES TO:**

1. Complete the total process for each announcement and exam authorized by the Human Resource Services Division (from announcement through applicant's review of the exam).
2. Follow those steps that are mandatory in the Recruitment Manual.
3. Comply with Personnel Rules not precluded by union contracts and State Personnel Relations Law, Administrative Rules, and State Policies pertaining to announcement and examination.
4. Conduct all recruitments in conformance with the Uniform Guideline on Employee Selection Procedures (Federal Register, Vol. 43, No. 166).
5. Explain and justify to applicants any actions taken.
6. Maintain all required documentation and exam records according to Oregon State Archive rules. Refer to **Retention of Recruitment and Exam Materials** and (**OAR 105-010-0011**).

\_\_\_\_\_  
Signature of Human Resource Manager or Appointing Authority

\_\_\_\_\_  
Date

**RETURN THIS FORM TO HRSD – RETAIN A COPY FOR YOUR AGENCY FILES**

**- END -**

# ELECTRONIC ANNOUNCEMENT FORMATTING INSTRUCTIONS

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1. First, save your announcement as follows so your announcement will **upload correctly**:
  - b. Save announcement as a text only document (.txt)
  - c. Name the document by the announcement number (i.e., LE200000.txt)
2. **HEADER - FOR FTP UPLOAD**  
(Header includes the line beginning at “**POST CODE**” down to but not including “GENERAL INFORMATION”). Each line of the header **must be**:
  - in the order and worded exactly as shown in the example below;
  - in all capital letters (except the working title); and
  - with **no spaces** at the end of each line - only hard returns.
  - a. Insert **2 spaces** (^ ^) after each of the colons (:).
  - b. Location **must** be included– list “various” if more than one location.
  - c. Class title **must be 2 returns down** from location and **must** begin with a tab or a space.
  - d. Working title (if applicable) begins on the line directly below the Class Title and **must** begin with a tab **or** a space.
  - e. Salary **must be 2 returns** down from working title (or class title if no working title) and **must** begin with a tab or a space.
  - f. General Information **must be 3 returns down** from the salary.

**Example** of Header format:

```
POST CODE:^ ^d702¶
ANNOUNCEMENT NUMBER:^ ^LE000000A¶
CLASSIFICATION NUMBER:^ ^X7000¶
OPEN:^ ^JUNE 1, 2000¶
CLOSE:^ ^JULY 1, 2000¶
LOCATION:^ ^VARIOUS¶
¶
> PRINCIPAL EXECUTIVE/MANAGER A¶
> (Program Services Manager)¶
¶
> $2513 - $3714 MONTHLY¶
¶
¶
GENERAL INFORMATION
```

## Legend

^ = blank space  
¶ = line return  
> = tab

continued.....

## 2. BODY OF ANNOUNCEMENT

All **short lines** that are not part of a paragraph (such as agency name and address) **must begin** with a tab or space. Otherwise, the entire address (for example) will appear as a single long line

a. **Sections** - Recommended section headings:

- GENERAL INFORMATION
- TO QUALIFY
- DUTIES AND RESPONSIBILITIES
- WORKING CONDITIONS
- THIS IS THE TEST
- SKILL CODES
- HOW TO APPLY

## 3. ATTACHMENTS (including skill sheets, questionnaires, etc.)

To separate the announcement from an attachment (such as a skill code sheet) so that the attachment prints by itself, key the following just before the first line of the attachment:

```
¶
**PAGE**
¶
```

**NOTE:** This only applies to announcements appearing on SJPD. There is no way to insert a page break for announcements appearing on the State's Jobs Page (internet).

Place a tab or space in front of each line of the attachment so the columns and blank lines do not become a long string.

## 4. END OF ANNOUNCEMENT - (last 3 lines)

The last 3 lines of your announcement must be keyed as shown below to separate your announcement from the next one.

```
¶
-END- ¶
¶
```

5. **Send One Hard Copy** of your announcement in your **preferred** format and printed on your agency logo or letterhead, to DAS/HRSD Recruitment at:

**DAS/ HRSD Recruitment**  
**155 Cottage St. NE U40**  
**Salem, OR 97301-3968**

This applies to OC, LE, AP, SW, ES (Executive Service), JR (job rotation), and NC (Non-competitive) announcements.

6. If you have any questions, please call DAS/HRSD Recruitment.

**- END -**

# ELECTRONIC ANNOUNCEMENT DISTRIBUTION

[OAR 105-040-0010](#)

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## AGENCY DISTRIBUTION

1. If you have **Delegated** authority, you may format and distribute your own announcements. Contact DAS/HRSD Recruitment for training on the TeamSite process.
2. Send 1 electronic copy of your announcement in your **preferred** format, to:

[hrsd.dataentry@state.or.us](mailto:hrsd.dataentry@state.or.us)

## DAS/HRSD DISTRIBUTION

1. E-mail your announcements to DAS/HRSD, Recruitment Unit at:

[distrib.announcements@das.state.or.us](mailto:distrib.announcements@das.state.or.us)

**NOTE:** Put the **announcement number in the subject line** of your e-mail. This helps us locate it quicker if you have a question.

Announcements will be distributed on:

- **State Jobs Page on the Internet** <http://www.oregonjobs.org>
2. Send 1 electronic copy of your announcement in your **preferred** format.

[hrsd.dataentry@state.or.us](mailto:hrsd.dataentry@state.or.us)

**FOR CLARIFICATION OR ASSISTANCE:** call DAS/HRSD Recruitment.

- END -

## ELECTRONIC ANNOUNCEMENT DISTRIBUTION INTERNET POST CODE CATEGORIES

| POST CODE   | JOB CATEGORIES  |
|-------------|---|
| <b>D702</b> | MANAGEMENT, ADMINISTRATIVE, and SUPERVISORY             |
| <b>D703</b> | PROGRAM or PROJECT COORDINATION                         |
| <b>D704</b> | PERSONNEL and HUMAN RESOURCES                           |
| <b>D705</b> | MEDICAL PROFESSIONAL                                    |
| <b>D706</b> | MEDICAL TECHNICAL                                       |
| <b>D707</b> | BIOLOGICAL and SCIENTIFIC                               |
| <b>D708</b> | REGULATION, ENFORCEMENT, INSPECTION, PUBLIC SAFETY      |
| <b>D709</b> | NEGOTIATION, MEDIATION, LEGAL, INVESTIGATION, APPRAISAL |
| <b>D710</b> | FOOD SERVICE and DOMESTIC                               |
| <b>D711</b> | TRADES, LABOR, and MAINTENANCE                          |
| <b>D712</b> | PHOTOGRAPHY, GRAPHICS, and PRINTING                     |
| <b>D713</b> | DRAFTING, ARCHITECTURE, and LANDSCAPING                 |
| <b>D714</b> | ENGINEERING and ELECTRONIC                              |
| <b>D715</b> | ENVIRONMENTAL and NATURAL RESOURCE                      |
| <b>D716</b> | EDUCATION, TRAINING, and COUNSELING                     |
| <b>D717</b> | HUMAN SERVICES and SOCIAL SERVICES                      |
| <b>D718</b> | CASHIER, STOREKEEPING, PURCHASING, INVENTORY CONTROL    |
| <b>D719</b> | FINANCIAL, ACCOUNTING, AUDITING, and FISCAL             |
| <b>D720</b> | COMPUTER TECHNOLOGY and INFORMATION MANAGEMENT          |
| <b>D721</b> | PUBLIC RELATIONS, INFORMATION, and RESEARCH             |
| <b>D722</b> | CLERICAL, OFFICE, and RECEPTIONIST                      |
| <b>D723</b> | DATA ENTRY and WORD PROCESSING                          |

## ELIGIBILITY INFORMATION

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The period of time the announcement and individual applicant records remain active is determined by the eligibility period entered onto the announcement screen (JANI) of APPL/CERT. Eligibility periods can be from 1 to 24 months. We recommend eligibility periods of either 6 or 12 months for most recruitments.

**Applicant Eligibility** - The APPL/CERT system generates an expiration date of each applicant's record based on the eligibility period shown on JANI. The expiration dates are calculated from whichever of the following is latest:

- a. Announcement adopt date;
- b. Application test date; or
- c. System capture date (of application)

**Announcement Eligibility** - All announcements that are entered into the JANI screen of the Applicant/Certification (Appl/Cert) system are given an eligibility period. After all applicant records become inactive, the announcement expires if a close date is entered into the announcement record.

You may extend the eligibility of an announcement, but **not to exceed 24 months**. Contact your Recruitment Specialist for assistance. Reference **OAR 105-040-0020**

**Extending the Announcement Eligibility** (not to be confused with extending the close):

- a. Eligibility periods may be made longer **not shorter**. For example, you could extend the eligibility from six-months to twelve-months.
- b. Once a recruitment has been set up on JANI it is better to extend the eligibility of a recruitment **either prior** to any applicants being input into Appl/Cert system **or after all applicants are input**. If you have entered only a part of the applications, you should enter all remaining applications before extending the eligibility period. This will ensure that all applicants' grade notice shows the correct expiration date.

Eligibility extensions processed:

- **prior** to applications entered into JAPI - grade notices will show an expiration date based on the corrected eligibility of the recruitment; or
- **after** applications entered into JAPI - new grade notices reflecting the change in eligibility **will not be generated**.

**Eligibility cannot be changed on augmented announcements.** When data entering an augment, the eligibility must be the same **as currently appearing on APPL/CERT** for the original announcement.

**Exception:** If the original announcement (LE001251) had a 6-month eligibility; the augment announcement (LE001251A) **must have** a 6-month eligibility.

Once all applications for the augment (LE001251A) are data entered **and** the list is adopted, the eligibility can be changed. This ensures that the active applicants from the original list (LE001251) receive the updated expiration date.

- END -

# RECRUITING REQUEST FORM

Complete a request form for each recruitment and send to HRSD (or fax to: 503-378-4596).  
See "[Recruiting Request Instructions](#)" for detailed directions.

AGENCY: \_\_\_\_\_ AGENCY NUMBER: \_\_\_\_\_

CLASS TITLE: \_\_\_\_\_ CLASS NUMBER: \_\_\_\_\_

Is position union represented? Yes  No

If yes, please indicate representation code from compensation plan: \_\_\_\_\_  
(Example: MMN, OA, A)

## POSITION INFORMATION:

Position Number(s): \_\_\_\_\_

- Full Time     Part-Time     Permanent  
 Seasonal (from \_\_\_\_\_ to \_\_\_\_\_)  
 Limited Duration (from \_\_\_\_\_ to \_\_\_\_\_)

If you have recruited for this (these) position(s) within the last year, enter the announcement number here:  
\_\_\_\_\_

## RECRUITMENT INFORMATION:

(check (✓) one in each section)

- Type of Recruitment:**  Open Competitive (OC)  
 Statewide Promotion (SW)  
 Agency Promotion (AP)

Check (✓) here for an LE announcement number

- Eligibility Period of List:**  6 Months  
 12 Months  
 Other: \_\_\_\_\_ Months

- Recruiting Time:**  Two Weeks  
 Three Weeks  
 Other  
 Open Until Further Notice

**Internet Post Code:** \_\_\_\_\_

Check (✓) if you do not wish AP's electronically distributed on SJPD.

## AGENCY INFORMATION:

Agency participation in grading applications is encouraged to provide technical expertise and to expedite establishment of lists. Will your agency grade applications?  Yes  No

### Subject Matter Expert:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### Contact Person:

Name: \_\_\_\_\_  
(Agency Personnel Office)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**NOTE:** The information recorded on this form shall be treated as confidential examination material. Advance disclosure to applicants or other unauthorized persons is prohibited by ORS 240.710(2).

## AGENCY SIGNATURE:

\_\_\_\_\_  
(Personnel Officer or Appointing Authority)

DATE: \_\_\_\_\_

**A FINAL COPY OF THE ANNOUNCEMENT WILL BE SENT ELECTRONICALLY TO YOUR AGENCY**

## SECTION A – HEADING

\_\_\_\_\_  
CLASS TITLE

\_\_\_\_\_  
WORKING TITLE OR OPTION

\$ \_\_\_\_\_ - \$ \_\_\_\_\_ MONTHLY  
Minimum Maximum Steps of Salary Range(s)

## SECTION B - GENERAL INFORMATION

(1) PAY (check (✓) if appropriate)

- (b1) The pay for these jobs depends on union representation. The pay will be explained if you are asked for an interview.
- (b2) The pay for these jobs varies depending on union representation or management service salary rates. The pay will be explained if you are asked for an interview.
- (b3) Agencies have authority to set pay within the range for this class. The salary should be discussed during the interview process. (Optional - used only for Principal Executive/Manager recruitments.)

(2) POSITION(S)/LOCATION(S) (check (✓) appropriate box and fill in information)

- (b4) This position is with  (b5) These positions are with

\_\_\_\_\_  
Agency Name

in \_\_\_\_\_  
Location(s)

- (b5a) Some agencies may open separate job announcements for positions in this classification. To be eligible for all jobs in this classification, watch for other recruitments at Employment Department field offices and apply.

(3) OTHER POSITION INFORMATION (check (✓) if appropriate)

- (b6) There is(are) \_\_\_\_\_ current vacancy(ies) in \_\_\_\_\_  
(Number) (Location(s))

Other: \_\_\_\_\_



REASON FOR RECRUITMENT (check(✓) one)

- (b7) This recruitment will be used to establish a list of qualified people.
- (b8) This recruitment will be used to establish a list of qualified people and may be used to fill vacancies as they occur .
- (b9) This recruitment will be used to add names to the current list of qualified people.
- (b10) This recruitment will be used to add names to the current list of qualified people and may be used to fill vacancies as they occur.

(5) BENEFITS (check (✓) for management service position(s) only)

- (b14) If you are hired, you will become part of the State's management team.

(6) PUBLIC DISCLOSURE (check (✓) only if appropriate to the position(s))

- (b11) Applicants will be subject to both a Computerized Criminal History and Driver and Motor Vehicle Services check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.
- (b15) If you are hired, you may have to give out facts about past employment and present financial interests if they could be connected with the business regulated by this job.
- (b17) Applicants offered employment will be subject to a fingerprint-based criminal record check. Conviction of a crime will not automatically preclude appointment. The circumstances involved in the conviction will be considered.
- (b18) Applicants offered employment for position(s) with the Dept. of Human Services (all Divisions within DHS) may be subject to a fingerprint-based criminal history and driving record check. Conviction of a crime will not automatically preclude appointment. The circumstances involved in the conviction will be considered. Applicants selected for positions at Adult and Family Services Division may be asked to attend a week of training in Salem.

(7) CLOSING INFORMATION (Use when there is no close date)

- (b12) If you are interested in the current vacancy(ies), your application must be received within \_\_\_\_\_ weeks from the open date of this announcement.
- (b13) Depending on the volume of applications received for this recruitment, you should allow 4 to 6 weeks to be notified concerning the review of your application.
- (b16) Apply now if you are interested. We could stop taking applications at any time.

## SECTION C - TO QUALIFY

### (1) OPENING STATEMENT (check (✓) one and fill in blank, if appropriate)

- (c1) Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, your application form must clearly show that:

you are a current employee of \_\_\_\_\_ (*insert "the State of Oregon" or agency name*),  
in a classified or management service position (not temporary), and have:

- (c2) Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, your application form must clearly show that you have:

### (2) MINIMUM QUALIFICATIONS STATEMENT: (refer to test plans at [www.hr.das.state.or.us/hrsd/class](http://www.hr.das.state.or.us/hrsd/class))

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### (3) TRANSCRIPTS (check (✓) if appropriate)

- (c4) To receive credit for all required/related coursework, you must submit a photocopy of your transcripts with your application.
- (c5) To receive credit for a degree or coursework in a related field, you must submit a photocopy of your transcripts.
- (c6) To receive credit for a degree in an area other than one of those listed above, you must submit a list of related courses you have completed and indicate the number of quarter or semester hours received for each course.

### (4) KS's (check (✓) if appropriate)

- (c7) Your background must have given you the knowledge and skills identified in the test.

### (5) (c9) IF YOU QUALIFY, SEE **TEST** section of this announcement.

### (6) (cf2) **IF YOU QUALIFY**

There is no test for this job. If you meet the "To Qualify" requirements on this announcement, your name will be placed on the list with a code of QLF (qualified).

## SECTION D - DUTIES AND RESPONSIBILITIES

Attach a list of major duties and include a brief introductory statement. Also attach a position description.

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## SECTION E - WORKING CONDITIONS

(1) \_\_\_\_\_

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(2) TRAVEL (check (✓) one, only if you have indicated operation of a motor vehicle as a working condition)

- (e1) You must have a valid driver's license and a good driving record. If not, you must be able to provide an acceptable alternate method of transportation.
- (e2) You must have a valid driver's license and a good driving record.

## SECTION F - THIS IS THE TEST - For QLF's, skip this section. Use (6) under Section C, page 4.

(1) check (✓) one, if the test is an evaluation of **EXPERIENCE AND TRAINING**.

- (f1) YOU MUST ANSWER THE FOLLOWING QUESTION(S).

Use a separate sheet of paper. Write down any work experience (paid or unpaid) and training that you have which is related to each question. Limit your answer to each question to no more than two (2) pages. **Be sure that the jobs where you gained the experience you describe in your answers are listed in the Work History section of your application form.** Your grade will be based upon your answers.

If there are several parts to a question, answer each part separately. Number your answers to agree with the question. Attach the answer sheet to your application. **Your application will not be accepted if it is incomplete.**

( ) Use the position-specific Experience and Training test submitted by the agency. See Section J.

( ) Use Experience and Training core test developed by HRSD.  
(Refer to test plans at: [www.hr.das.state.or.us/hrsd/class](http://www.hr.das.state.or.us/hrsd/class))

- (f3) You must complete the experience and training supplemental examination attached to the announcement and submit it along with a completed State of Oregon employment application (PD100). If the supplement is not submitted, your application will not be accepted.

(2) If the test is an **INTERVIEW PANEL**, refer to the Guidelines for Interview Panel Members in the Appendix of the Recruitment Manual, **AND** contact your Department of Administrative Services Recruitment Analyst for information.

## SECTION G - SKILL CODES

- (g1) Depending on the position, special skills may be required. **To certify your skills, complete the attached \_\_\_\_\_ Skill Code Sheet and submit it with your application.** This information will provide additional assistance to State agencies in filling positions. **If you do not submit this information, no skills will be noted on your record.**
- (g2) Depending on the position, special skills may be required. **To certify your skills, complete the attached \_\_\_\_\_ Skill Code Sheet and submit it with your application.** This information will provide additional assistance to State agencies in filling positions. Failure to submit this information will **eliminate your application from further consideration.**

## SECTION H - HOW TO APPLY

COMPLETE a State of Oregon Employment application (form PD100) and any required supplements. Copies of applications, supplements and job announcements can be obtained from:

- a) the State's Jobs Page at: [www.oregonjobs.org](http://www.oregonjobs.org);
- b) local Oregon Employment Department field offices;
- c) most state agency personnel offices; or
- d) kiosk sites which are strategically located in public places (such as malls, libraries, grocery stores, etc.) throughout the state (local Employment Department offices can advise Kiosk locations).

If you have a disability and need an alternate format in order to complete the employment process, you may call **(Provide Recruiting Agency Telephone and Address Information)** or TTY 503-378-4672 for the hearing impaired. Please be prepared to leave a message describing the alternate format needed.

SEND completed application materials to **(Provide Recruiting Agency Name and Address):**

**Human Resource Services Division**  
Recruitment Services Unit  
155 Cottage St NE U40  
Salem, OR 97301-3968

You may FAX your application materials to (503) 378-4596. Your application materials must be received by the close date and must be complete and legible. We are unable to acknowledge or verify receipt of applications due to the large volume.

NOTICE of results will be sent by mail. Although agencies are not required to delay their selection process, you may request a review of the results. Your request must be received within 10 days from the date of the notice. Additional information cannot be accepted. However, if your application was not accepted and if the recruitment is still open, you may submit a new application as long as it's received in our office by the close date.

SUBMIT only the required materials. Reference letters or work examples should be kept for interviews.

KEEP a copy of your application for job interviews. COPIES ARE NOT PROVIDED.

The pay on all announcements may change without notice.

**SECTION J - EXPERIENCE AND TRAINING TEST DEVELOPMENT**

Test forms for Method # 1 and Method # 2 on following two pages.

**METHOD # 1 – TEST DEVELOPMENT FORM**

(Make a copy of this sheet for each test question you develop)

**KS/TEST ITEM NUMBER:** \_\_\_\_\_

**1. UNACCEPTABLE**

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**2. IN NEED OF DEVELOPMENT**

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**3. ACCEPTABLE**

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**4. MORE THAN ACCEPTABLE**

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**5. OUTSTANDING**

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**TEST QUESTION:**

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Check if you wish to weight test item # \_\_\_\_\_ .

\* This test item covers a major part of the duties of this job and will, therefore, be weighted double/triple in point value in relation to other test items.

**METHOD # 2 – TEST DEVELOPMENT FORM**  
(Make a copy of this sheet for each test question you develop)

**KS/TEST ITEM (DOMAIN) NUMBER:** \_\_\_\_\_

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**Level 1**

**Points**

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**Level 2**

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**Level 3**

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**TEST QUESTION:**

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- END -

# RECRUITING REQUEST INSTRUCTIONS

## For Completing the Recruiting Request Form

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**NEW RECRUITMENTS:** complete all appropriate sections of the Recruiting Request form.

**AUGMENTING PREVIOUS RECRUITMENTS:** complete only the first two (2) pages of the form:

- Enter the previous announcement number in the space provided.
- Attach a copy of the original announcement with needed changes noted.

**NOTE:** Do not augment if either the MQs or the test has been revised. In this case, existing lists must be cancelled and active candidates notified. Contact your HRSD Recruitment Specialist if you have any questions.

The announcement blurbs are listed in the order they will appear on the announcement. Information regarding each blurb, as well as explanations of areas to be filled in, is provided in these instructions. Contact your DAS Recruitment Specialist if you have questions not covered here.

**Follow the instructions below to complete each section of the Recruiting Request Form.**

### 1. SECTION A - HEADING

**CLASS TITLE:** Indicate class title exactly as it appears on the class specification.

**WORKING TITLE:** Indicate working title for the position(s) as it's listed on the Position Description.

**SALARY:** Indicate minimum and maximum monthly salary from the appropriate salary range (or ranges if for multiple positions).

**OPENINGS:** Check the "No Immediate Opening" box unless you have a current vacancy which you intend to fill as a result of this recruitment.

### 2. SECTION B - GENERAL INFORMATION

A. **PAY:** Check one of the first two blurbs **only** if the recruitment is for multiple positions where more than one bargaining unit is involved and pay varies. Check the third box if there is a variation in the salary for Principal Executive/Managers.

B. **POSITION(S)/LOCATION(S):** If showing both department and division names, list department first. Identify the city in which the job(s) is/are located.

C. **OTHER POSITION INFORMATION:** If several positions are being recruited for, check the first box in order to identify how many current vacancies exist as well as their locations. In addition, check the "Other" box if there are other important items you want to convey – such as "This is a limited duration position funded through MMDD YYYY". Include such statements in the space provided.

### 3. SECTION C - TO QUALIFY

A. OPENING STATEMENT: Check the appropriate box. If the recruitment is agency promotion or statewide promotion, you will **always** check the first box.

- For **agency promotion** recruitments fill in the agency name. If the recruitment is to be restricted to employees of a specific division of an agency, indicate the division name as well as the agency.
- For **statewide promotion** recruitments fill in "the State of Oregon".

B. MINIMUM QUALIFICATIONS STATEMENT: Enter the minimum qualifications from the Test Plan located at [www.hr.das.state.or.us/hrsd/class](http://www.hr.das.state.or.us/hrsd/class). If there are additional job related qualifications, they should be stated as well.

#### EXAMPLE A:

- two years of experience in systems analysis; **AND**
- a Bachelor's or Associate degree in Computer Science or certificate of completion in computer science; **or** two more years of programming and/or systems analysis experience.

#### EXAMPLE B:

- three years experience in newspaper, magazine, radio journalism, television journalism or in work involving varied public contacts in the interpretation and explanation of programs; **AND**
- a Bachelor's degree with specialization in journalism, a closely related field or the technical functions of the (insert agency name or program) or three more years of responsible pertinent experience.

C. TRANSCRIPTS: Check one of these boxes if the minimum qualifications require coursework in a specific subject area, such as shown in EXAMPLE B.

D. KS's: Check this statement if, in addition to the minimum qualifications, applicants must also possess a majority of the knowledge or skills indicated in the test questions (use only with older-type E&T tests).

E. IF YOU QUALIFY, SEE **TEST** section of this announcement: Check if there **is a test**.

F. IF YOU QUALIFY: Applicants meeting minimum qualifications are given a code of QLF (qualified). Check if there **is no test**. **OAR 105-040-0030 (1)(d)**

### 4. SECTION D - DUTIES AND RESPONSIBILITIES

The DUTIES AND RESPONSIBILITIES section **must** be completed. Begin with a brief summary statement containing the overall responsibilities of the position(s), followed by ""Major duties:". In a bulleted format, **list only the duties/tasks that are major functions of the job or are of such significance that they must be communicated to applicants.**

The following example demonstrates format and punctuation with three duty statements. It is acceptable to list more than three duties if they are **major** duties.



### EXAMPLE:

The Telephone Assistance Coordinator directs the day-to-day operation of the Oregon Telephone Assistance Plan to ensure that eligible telephone customers are registered with the program and receive the appropriate benefit in a timely manner. Major duties:

- supervises staff including interviewing, hiring, assigning and evaluating work, training and disciplining;
- implements statutes, agency policies and Commission orders by designing and putting into effect efficient and cost-effective procedures for delivering telephone assistance to low-income households; and
- writes, presents and defends formal testimony in Commission proceedings for the purpose of establishing telephone assistance plans.

## 5. SECTION E - WORKING CONDITIONS

A. Complete this section as shown in example below.

Working conditions include information about physical capability requirements, operation of machinery or equipment used on the job, working in adverse environment or conditions, travel, hours/schedule etc. When indicating travel, describe frequency and reason. **Always list travel last and follow instructions in (2) below.**

### EXAMPLE:

- conducts and attends meetings which may require evening or weekend work
- lifts and moves heavy objects weighing over 50 pounds
- travels to all regions of Oregon conducting inspections, which may involve extended stays. (The appropriate driver's license statement you have checked in Section E-2 will appear directly after any travel-related working condition.)

B. If one of the working condition statements describes a requirement of operating a motor vehicle, check the appropriate box regarding driver's license requirements. The driver's license statement will appear directly after the travel-related working condition.

## 6. SECTION F - THIS IS THE TEST

A. **EXPERIENCE AND TRAINING:** Check the first box if your method of screening is a training and experience test with questions to be answered.

- Check the first ( ) if you have developed an E&T test.
- Check the second ( ) if there is a core test (including supplemental examinations) to use.

B. **INTERVIEW PANEL:** Check this box if the test is an interview panel. Refer to the [Guidelines for Interview Panel Members](#), in Chapter D. Contact your HRSD Recruitment Specialist for information on developing rating criteria and interview questions.

**Note:** Do not confuse an Interview Panel with an employment interview, which is conducted after the applicant group has been graded and placed on a list of eligibles.

## 7. SECTION G - SKILL CODES

Indicate in this section if there are special skills that applicants need to certify. Skill codes can be included as an attachment to the announcement or, if there aren't very many skill codes, they can be added directly into the announcement.

## 8. SECTION H – HOW TO APPLY

The "How to Apply" statement listed on the Recruiting Request form is always used on the job announcement. Two critical factors of this section are to advise applicants: **a)** where to send their application materials; and **b)** the latest date and time the application materials will be accepted.

## 9. SECTION J – DEVELOPING EXPERIENCE AND TRAINING TESTS

An Experience and Training (E&T) test evaluates the training and experience of applicants based on the knowledge and skills (KS's) required for successful job performance. The following instructions describe two types of E&T essay tests (Methods #1 and #2).

For **E&T EXAM SAMPLES**, please contact your HRSD Recruitment Specialist.

### A. METHOD #1 (sample follows description)

#### a. IDENTIFY KNOWLEDGE AND SKILLS (KS) STATEMENTS.

- (1) Determine which KS's will help in selecting a superior employee. Use only KS's that:
  - a) can be acquired in ways an applicant can describe in writing
  - b) are not already measured by minimum qualifications
  - c) are not acquired through training after being hired
- (2) Note the knowledge or skills required to **perform** the job duty rather than just re-stating the duty.
  - a) Each essential KS that can be measured by reviewing an applicant's experience and training can be a test item.
  - b) There is no correct number of KS/test items, but normally three are sufficient. Too many test items may cause an overlap or repetition of information. Consider combining those that are closely related.
  - c) Each KS statement should begin with "Knowledge" or "Skill."

#### b. DEVELOP RATING LEVELS. Below are descriptions of two types of E&T essay tests (Methods 1 and 2).

- (1) Each test item has five possible rating levels from UNACCEPTABLE (worth 1 point) to OUTSTANDING (worth 5 points). The total of these points for all test questions is called the "Raw Score". Convert the raw score to the final score using **Conversion Table A or B**.

The table below identifies the levels, the raw points to assign, and the kind of training and/or experience expected at each level.

- (2) The **Acceptable and Outstanding levels must be defined.** If the other rating levels are easily identified, you may define them also. However, leaving the definitions open on the remaining levels will allow you more flexibility in grading by not locking you into set criteria.
- (3) Avoid specifying amounts of time (such as months or years of experience) or using vague terms (such as some, limited, complex, extensive, etc.).

c. **WEIGHTING TEST SCORES - USED WITH METHOD #1 ONLY**

If one K/S is more critical to the job than others, that item may be weighted to make it worth proportionately more points than the other test questions. For this purpose, test items can be double or triple weighted.

- (1) **Define double weighted test questions:** Put an asterisk (\*) before the number of the test question, and then insert the following statement directly **after the last test question** on the announcement:

\* This test item covers a major part of the duties of this job and will, therefore, be weighted double (or triple) in point value in relation to other test items.

**E&T RATING LEVEL DESCRIPTION TABLE**

| POINTS | LEVEL                          | LEVEL DEFINITION   |
|--------|--------------------------------|--|
| 1      | <b>UNACCEPTABLE:</b>           | Very little or no training or experience in the K/S.   |
| 2      | <b>IN NEED OF DEVELOPMENT:</b> | Training and/or experience that would demonstrate the knowledge and/or skill of an applicant who would perform at a minimally acceptable level with training.  |
| 3      | <b>ACCEPTABLE:</b>             | Training and/or experience that would demonstrate the knowledge and/or skill of an applicant who was just starting in the position. (You would expect this applicant to begin performing at an adequate level.)  |
| 4      | <b>MORE THAN ACCEPTABLE:</b>   | Training and/or experience that would demonstrate a knowledge and/or skill above the level expected of an applicant just starting in the position but below the level of a fully functional worker. Experience at this level would not involve all of the responsibilities associated with the <b>OUTSTANDING</b> level, but would include performing similar duties on a limited basis, or only performing some of the same duties. |
| 5      | <b>OUTSTANDING:</b>            | Training and/or experience that would demonstrate a knowledge and/or skill equal to the duties and responsibilities of the position.   |

- d. **COMPLETE a Test Development Form** for each test question you'll be developing. A form for Method #1 is provided with the **Recruiting Request Form**.

- Enter the test item number on the top line followed by the knowledge or skill statement the test question is based on.
- Enter the criteria for each of the rating levels and the points to be assigned for each level.
- Enter the test question at the bottom of the page in the space titled "Test Question".

**NOTE:** All the test questions **must appear** in the "THIS IS THE TEST" section of the job announcement.

**Example** of a completed **Test Development Form** for Method #1 follows on next page.

# SAMPLE - METHOD #1

KS/TEST ITEM NUMBER 1= Skill in applying and interpreting laws, rules and regulations.

1. **UNACCEPTABLE**

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2. **IN NEED OF DEVELOPMENT**

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3. **ACCEPTABLE** Experience applying laws, rules or regulations and interpreting them for others (must have included advising other people on a course of action).

3. **MORE THAN ACCEPTABLE**

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5. **OUTSTANDING** Experience applying laws, rules and regulations including federal Medicare and Medicaid laws and responding to questions concerning the correct interpretation (must have included advising people on an appropriate course of action).

**TEST QUESTION:** The Billings Office Supervisor applies and interprets statutes, administrative rules and policies relating to resident cost of care and federal Medicare and Medicaid programs. Describe any experience you have applying and interpreting laws, rules and regulations and answering questions or advising others on a course of action based on such. Explain the type of laws, rules or regulations involved.

## B. METHOD #2 (sample follows description)

### a. IDENTIFY KNOWLEDGE AND SKILLS (KS) STATEMENTS.

This method is used when "domains" (groups of like KS's) have been identified by the job analysis. These are found on the Test Plan for classes that have had a job analysis done. Percentages are assigned to each particular domain and the final score is based on these percentages.

Method #2 may also be used when no formal job analysis has been done. In this case, the domains are determined by the percentages assigned to the most important duties on the position description (which **must** be current and up-to-date).

- b. **DEVELOP A TEST QUESTION** for each KS/test item. It is critical to word these questions in such a way as to elicit from applicants all the information needed to evaluate their background in relation to each element of the question. The questions must appear in the "THIS IS THE TEST" section of the job announcement so applicants can submit a response with their application materials.
- c. **DEVELOP RATING LEVELS** – The criteria for each question contains several levels of rated criteria. The level definitions are basically the same as those in Method #1.

Points assigned to each level are calculated according to the percentage assigned to that domain. A conversion table is not used in Method #2.

- The sum of all the lowest levels (Level 1's) for each question must equal 70;
- The sum of all the highest levels of all test questions must equal 100.

The **formula for calculating points** is as follows:

- Points for each lowest level (Level 1) = 70 x the percent assigned to domain.
- Points for each highest level = 100 x the percent assigned to domain.
- Points for each in-between level are assigned arbitrarily, but a midway point of 85 is usually used.

- e. **COMPLETE a Test Development Form** for each test question you'll be developing. A form for Method #2 is provided with the **Recruiting Request Form**.
- Enter the test item number on the top line followed by the knowledge or skill statement the test question is based on.
  - Enter the criteria for each of the rating levels and the points to be assigned for each level.
  - Enter the test question at the bottom of the page in the space titled "Test Question".

**NOTE:** All the test questions **must appear** in the "THIS IS THE TEST" section of the job announcement.

**Example** of a completed **Test Development Form** for Method #2 follows on next page.

## SAMPLE - METHOD #2

KS/TEST ITEM (DOMAIN) NUMBER 1 = Data Processing Knowledge

|   | <b>Points</b> |
|---|---------------|
| <b>Level 1</b>  |               |
| <u>Completion of a training course in data entry using electronic data entry equipment with any type of keyboard.</u> | <b>42</b>     |
| <b>Level 2</b>  |               |
| <u>Experience using only one type of the keyboards listed.</u>  | <b>51</b>     |
| <b>Level 3</b>  |               |
| <u>Experience using alpha/numeric and inverted keyboard.</u>  | <b>60</b>     |

**TEST QUESTION:** This job requires operating varied data entry equipment to enter data or information from forms into a computer. Indicate what experience or training you have entering data into a computer. Did you obtain this experience in school or in other jobs? Indicate the type of keyboard you used: alpha/numeric or inverted keypad.

- END -

# REVISE AN ANNOUNCEMENT

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**No changes can be made to Minimum Qualifications or a Test.** If you need to change either the MQs or the test, you must cancel the existing announcement and develop a new announcement. All applicants who have applied must be notified that the announcement is being cancelled and they must be provided a copy of the new announcement.

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## 1. ANNOUNCEMENTS UPLOADED BY DAS

### A. REVISE AN ANNOUNCEMENT:

Email a copy of the revised announcement to your **HRSD Recruitment Specialist**.

- In the email describe what has been revised; and
- Provide the announcement in the correct format for electronic upload.

### B. EXTEND A CLOSE DATE:

**Notify** (email preferred) your **HRSD Recruitment Specialist no later than NOON** on the day your announcement is currently scheduled to close. In the subject line of your email, provide the class number, announcement number, and the word "Revised".

- a. Advise the new close date desired; and  
**NOTE:** The minimum extension period is five working days.
- b. Advise if you would like us to update APPL/CERT.

### C. TO CLOSE AN OUFN ANNOUNCEMENT

## 2. ANNOUNCEMENTS UPLOADED BY AGENCY

- A. In your announcement "header" change "OPEN" TO "REVISED", the date the revision is effective, and (in parenthesis) list what was revised;

**Example:** REVISED: APRIL 4, 2003 (SALARY)

- B. Revise your announcement as needed; and
- C. Transfer the announcement to the FTP site for upload to the Oregon Jobs Page.

**NOTE:** If the close date has changed, be sure to update the APPL/CERT announcement screen (JANI) – or you can call DAS/HRSD Data Entry at (503) 378-2827 for assistance.

- END -

# TOOL KIT INFORMATION

The Tool Kit is intended to provide some helpful tips and to be a resource for state agencies in administering the recruitment process. The Tool Kit contains the following:

## Personnel Assessment Guide

The Personnel Assessment Guide should give you valuable information about:

- the purpose of testing
- the kinds of selection tools available
- where to obtain commercial tests and what to consider in purchasing them
- how to determine a test's validity for specific positions
- how to use commercial tests
- E & T (Experience & Training) Tests

The Personnel Assessment Guide contains a brief summary on developing and administering T & E tests. If you wish more information or assistance on this type of test, you may refer to the Announcement and Examination Procedures Manual, the Recruiting Request Instructions, and the Experience and Training Examinations Guide. You may also contact an HRSD Recruitment Specialist (listed at the bottom of this page) for help or information about available training.

## Other Tests

The Tool Kit contains the following performance tests available from HRSD. (To order, complete the following [Tool Kit Order Form](#)):

1. Performance Tests (work sample or demonstration tests)
  - Ten-Key Adding Machine; and
  - Typing/Keyboarding.
2. Entry Level Clerical, including the following sections:

|   |                           |
|---|---------------------------|
| a) Making Change and Dealing with Money | d) Following Instructions |
| b) Alpha and Numeric Sequencing         | e) English                |
| c) Proofing/Verifying Information       | f) Mathematics            |

## Recruitment Assistance available from HRSD

On request, your HRSD Recruitment Specialist will provide training and/or assistance in:

- developing position-specific testing devices (i.e. E&T tests)
- handling recruitments for agencies having reduced staff

HRSD Recruitment Specialist: **Beth Vergara**  
**(503) 378-4184**

- END -



**HUMAN RESOURCE SERVICES DIVISION**  
**Recruitment Services**  
**TOOL KIT ORDER FORM**  
**For State Agencies**

This is a request to obtain copies of tests included in the Tool Kit provided by Department of Administrative Services, Human Resource Services Division.

The agency below agrees to the following conditions:

1. Test materials will be used only for the purpose of testing applicants for employment and promotion, test research and development.
2. Test materials will not be released to other jurisdictions without written authorization from Department of Administrative Services, Human Resource Services Division.
3. Test materials will not be made available for copy, publication, or public inspection.
4. Tests will be used in accordance with relevant professional testing standards.

**If you discontinue the use of test materials, contact your HRSD Recruitment Specialist.**

The following tests are included:

1. Typing/Keyboarding
2. Ten-Key Adding Machine
3. Entry Level Clerical - includes:
  - Making Change / Dealing with Money
  - Alpha/Numeric Sequencing
  - Following Instructions
  - Proofing/Verifying Information
  - English
  - Mathematics

Return Order Form to: **DAS/HRSD, Recruitment Unit**  
**155 Cottage St NE U40**  
**Salem, OR 97301-3968**

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Requesting Agency

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Personnel Officer

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Date

**- END -**

## **RECRUITMENT MANUAL - CHAPTER B Applications**

Application Processing

Data Entry

Extends & Updates

Grading Information

- Acceptable Coursework
- Coding Examples
  - ▶ Veterans' Coding Examples
- Conversion Tables
- Foreign Education Credential Evaluation
- Scoring Info Sheet

Review And Appeal Process

- ☰ Reject Sample Response Letter
- ☰ Score Sample Response Letter

Veterans' Preference

- SB831

# APPLICATION PROCESSING

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## 1. DATE STAMP APPLICATIONS AS THEY ARRIVE

Date stamp applications as they arrive to identify your agency's name and the date received.

### a. MISROUTED APPLICATIONS

If an applicant misroutes their application to the recruiting agency for a non-delegated announcement and the agency sends it to HRSD after the close date, it is HRSD's policy to **accept the date it was received at the agency**

Since the state is "one employer," HRSD encourages you to accept misdirected applications if there was a good faith effort on the part of the applicant to submit it in a timely fashion. Your discretion is advised and you are encouraged to have a written procedure to handle situations such as this.

## 2. PREVIEW APPLICATIONS

As soon as possible after receiving an application, check to see if it's complete. If it's incomplete (such as no signature), data enter the reject as soon as possible in case the applicant may have time to re-apply. Look for:

- a. Social security number - If none provided:
- b. Look up the applicant in the APPL/CERT J400 screen (name search),
- c. Call the applicant, or
- d. Contact DAS/HRSD Data Entry to obtain a temporary/dummy social security number. **Do not issue your own temporary social security number.**
- e. Announcement number and class number;
- f. Signature; and
- g. Any required attachments (college transcripts, test answers, skill code sheet, or any other supplements).

## 3. REVIEW APPLICATIONS FOR MINIMUM QUALIFICATIONS

- a. Our practice is to screen applicants **in** rather than out.
- b. An applicant must work at a particular skill for 3 months (full-time) in order to be given credit for the experience. Less than 3 months is not long enough to be considered qualifying experience.
- c. HOURS WORKED: In the Work History section of the application, hours worked per week and specific month and year dates worked **must be provided** for each job in order to determine if the applicant has the required experience. No credit is given if dates and hours worked per week are not provided.

- **PART-TIME:** If experience is less than full-time (40 hours per week), prorate by using the following formula:

**Months times hours per week divided by 40 = NUMBER OF EQUIVALENT FULL-TIME MONTHS WORKED.**

**EXAMPLE:**  $10 \times 20 \div 40 = 5$  (an applicant who worked 10 months at 20 hours per week gets credit for 5 months)

If applicant indicates a **range of hours** worked per week (i.e. 20 – 30 hours), use the lesser amount when figuring actual time worked.

- **FULL-TIME:** 40 hours **or more** worked per week. (If an applicant works more than 40 hours per week, they will be given credit for only 40 hours.)
- d. **CLASSIFICATION SPECIFICATIONS:** For additional assistance in determining if applicants meet the MQs, review the class specs. The specifications indicate the work typically performed. Check the “Knowledge and Skill” statements at the end of the class specs. These were used to develop minimum qualifications for the class.
- e. **PROMOTIONAL:** Temporary employees are not eligible for promotional opportunities. If the recruitment is Agency Promotion (AP) or Statewide Promotion (SW), look up applicants on the PBEV or PBED screen of PPDB to verify they are permanent employees.
- Agency Promotion – applicant must be a permanent employee (not temporary) of the recruiting agency.
  - Statewide Promotion – applicant must be a permanent employee (not temporary) of the State of Oregon.
- f. **EXPERIENCE SUBSTITUTION:** Use the [Academic Conversion Table](#) if college coursework can be accepted in lieu of experience.

**4. GRADE THE APPLICATIONS** If applicant meets MQs and if there is a test. Refer to [Grading Information](#) for additional information.

**5. CODE THE APPLICATIONS** - ("Office Use Only" section of the PD100)  
Properly coded applications provide important documentation and prepares the application for accurate data entry into the APPL/CERT tracking system. See [Coding Examples](#).

- a. **REJECTED APPLICATIONS** – (does not meet the minimum qualifications, fails to provide required supplemental information, fails to sign application, etc.).
1. Verify class and announcement numbers are correct. Write in if necessary.
  2. Check "Not Accepted."
  3. Write in the:
    - a. Reject reason code – refer to the [Application Review Letter](#); and
    - b. Initial and date in the box marked "Reviewer's Initials/Date."
  4. Exam number if applicable.
- b. **ACCEPTED APPLICATIONS** – (includes “Eliminated” which is when the applicant meets MQs, but their test score is less than 70 points).
1. Verify class and announcement numbers are correct. Write them in if necessary.
  2. Check "Accepted."
  3. Initial and date in the field titled "Reviewer's Initials and Date."
  4. Write in:
    - A. Test date (date application is graded)

- B. Test number if applicable.
- C. Batch code (agency number or **Agency Batch Code** - see APPL/CERT Manual).
- D. Points given to each test item for T&E's in raw score fields
- E. Veterans' preference points (refer to **Veterans/ Preference Criteria**)
- F. Final score (use the **Conversion Table** if applicable):
  - Numeric score,
  - QLF (applicants meeting qualifications), or
  - ELM (eliminated –applicant's final score is less than 70 points **before Veterans' Preference is added**).

## 6. DATA ENTER THE APPLICATIONS

Refer to the **Data Entry** section for assistance.

## 7. LOG APPLICATIONS

Keep a list of applicants that applied for the recruitment. You can copy and use the **Scoring Information Sheet** (PD113) or develop your own form.

Log the accepted applications separately from the rejected applications. Keep the log in the recruitment file.

## 8. RETENTION

1. Keep applications readily accessible for the 10-day appeal period.
2. Retain applications for 2 years. **HRSD State Policy 40.010.01**

- END -

## DATA ENTRY

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All classified and management service applicant lists must be maintained on the Department of Administrative Service's Applicant Certification (APPL/CERT) system. Refer to the APPL/CERT User Manual for complete instructions for data entering announcements, applicant information, and requesting Certificate of Eligibles Lists. **OAR 105-040-0030**

Training is available for staff members entering data into the State's applicant tracking system. **For training, call DAS Data Entry at 503-378-2827.**

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### **Agencies with APPL/CERT Update Authority:**

Process in order listed:

1. Data enter applicant information into JAPI. (HRSD will mail out appropriate notices).
  - a) Keep applications accessible for the 10-day appeal period.
  - b) Retain applications for 2 years. **HRSD State Policy 40.010.01**
2. Enter the adopt date into JANI **after all applications have been entered** – or, in the case of “open until further notice”, after all applications received within the first two weeks have been entered.
3. Go to JLST, complete screen according to APPL/CERT Manual and print Certificate of Eligibles.

### **Agencies without APPL/CERT Update Authority:**

Using a **Transmittal Sheet** (found in Chapter E), send to HRSD for processing. If you wish to have HRSD provide a Certificate of Eligibles, include a **Request for Certification, Form PD134** (also found in Chapter E). HRSD will:

1. Enter application and test information into APPL/CERT;
2. Send application and examination notices to applicants;
3. Adopt the announcement;
4. Send you a certificate of Eligibles list; and
5. Return the applications to you so you can retain them for the two-year required retention period. **HRSD State Policy 40.010.01**

- END -

## EXTENDS AND UPDATES

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Rather than reapply, applicants may wish to extend the expiration date of their existing application record. This process is called “extending their eligibility”. QLF announcements do not qualify for extends. The announcement must have a numerical score before an applicant may extend eligibility.

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### 1. EXTEND AN APPLICANT’S ELIGIBILITY:

- a. **Non-Delegated Recruitments** - Forward requests to your **HRSD Recruitment Specialist**.
  - The recruitment must have a numerical score (does not apply to QLF);
  - The recruitment must **be open for application**; and
  - The applicant must submit a completed PD100.
  - **UPDATES** - Please forward update requests (address change, etc) to **HRSD Data Entry**.
  
- b. **Delegated Recruitments** – Please refer to instructions provided in the APPL/CERT User Manual.
  - The recruitment must have a numerical score (does not apply to QLF);
  - The recruitment must **be open for application**; and
  - The applicant must submit a completed PD100.

2. **UPDATES** - Requests to update (change of address, phone number, etc) existing application records.
  - a. **Non-Delegated Recruitments** - Forward requests to **DAS/HRSD Recruitment**.
  - b. **Delegated Recruitments** – Please refer to instructions provided in the APPL/CERT User Manual. If you have any questions, please call DAS/HRSD Data Entry at (503) 378-2827.

- END -

## GRADING INFORMATION

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When grading, experience and training provided on the applicant's application may be used in conjunction with responses to the test questions.

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### Grading

- a. Determine the number of points to be given to each test question according to the "Rating Criteria" developed for the recruitment.
- b. Convert the raw score using **Conversion Table A or B** if applicable.
- c. Add any eligible Veterans' Preference points **to the converted score** for the final score.

### Keep the following information in mind

1. **Examination materials are confidential.**
2. You do not need to grade the exam of an applicant who does not meet minimum qualifications.
3. We recommend that the application evaluator/grader not be a member of the interviewing panel.
4. Grade fairly and consistently.
  - a. To receive credit, work experience referred to in test responses **must be listed** in the "Work History" section of the application.
  - b. Previous personal or working knowledge of an applicant must not influence scoring of a test.

- END -



## ACCEPTABLE COURSEWORK

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Following is merely a guide for acceptable coursework in the Behavioral and Social Sciences. Please contact your HRSD Recruitment Specialist to discuss additional courses.

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### **BEHAVIORAL SCIENCE ONLY**

Child Development  
Counseling  
Family Studies  
Gerontology  
Health  
Human Services  
Mental Health  
Public Health  
Marriage & Family Therapy  
Recreational Therapy

### **SOCIAL SCIENCE ONLY**

- Archeology
- Cultural Resource Management
- Economics
- Geography
- History
- Humanities
- International Studies
- Journalism/News/Media
- Mathematics/Statistics
- Peace & Conflict Studies
- Philosophy
- Political Science/Government
- Public Administration/Mgt.
- Urban Planning

### **BEHAVIORAL SCIENCE and/or SOCIAL SCIENCE**

- Anthropology
- Communication Disorders
- Corrections/Law Enforcement
- Criminal Justice
- Education
- Environmental Sciences & Issues
- Ethnology
- Family Law
- Human Development
- Law/Civil Rights/Human Rights
- Linguistics/Communications
- Psychology
- Sociology
- Social Welfare/Youth Welfare
- Speech Communications/Cross
- Cultural Communications
- Theology/Religion
- Women Studies

# SOCIAL / BEHAVIORAL SCIENCE INFORMATION

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This information is being provided by the DAS/HRSD Recruitment Unit to be used as a guide when reviewing minimum qualifications requiring a degree and/or coursework in the Social and/or Behavioral Science field.

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The following definitions are from Webster's Ninth New Collegiate Dictionary:

**SOCIAL SCIENCE:**

A branch of science that deals with the institutions and functioning of human society and with the interpersonal relationships of individuals as members of society.

Subject studying human society by examining forms of social, cultural, economics, political science and religious organizations and behavior (as defined by the School of Humanities & Social Science at MIT).

**SOCIAL SERVICE:**

An activity designed to promote social welfare; organized philanthropic assistance of the sick, destitute, or unfortunate. NOTE: Human Services fits into this category.

**SOCIAL WORK:**

Various professional services, activities or methods concerned with the investigation, treatment and material aid of the economically underprivileged and socially maladjusted.

**BEHAVIORAL SCIENCE:**

A science (such as psychology, sociology, or anthropology) that deals with human action and seeks to generalize human behavior in society.

The overview of definition and crosscutting themes of Behavioral and Social Sciences is a large, multifaceted field, encompassing a wide array of disciplines. (Refer to the "Acceptable Coursework" document for a listing of various disciplines considered.

**Note:** If the major is in the field of social science/behavioral science the degree can be accepted without transcripts. Some degrees may be hard to determine whether they are a social/behavioral science, in that case, transcripts are required.

Agencies have the discretion to request transcripts for **all** required degrees and coursework.

# ACCOUNTANT 1-4 MINIMUM QUALIFICATIONS GUIDE

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This document is subject to change and to be used by agencies as a guide only.

## WORK EXPERIENCE Credit–

Tax = No

Payroll/Bookkeeping = Only if Full Cycle Bookkeeping (must spell out a-e from MQ's)

Investment = No

Auditing / Accounting and/or Financial Auditing = Yes, if it supplements accounting experience (property or performance auditing is not acceptable)

## COLLEGE Credit –

Auditing = Yes

Finance = Yes

Business Law = Yes

Bookkeeping = No

Statistics = No

Business Communication/Management = No

Investment = No

Economics = No

Budgeting = Maybe (no more than 3 semester / 4 quarter hours)

Payroll = Maybe (no more than 3 semester / 4 quarter hours)

Tax = Only accept Tax Accounting if upper division credit

**NOTE:** Since 01/01/99, the Governmental Accounting Certificate from Chemeketa Community College is no longer accepted. See the memo for "Recommended Accounting Courses at Chemeketa to Meet Minimum Qualifications." Use this as a **guide** for acceptable courses.

**CPA license** – the criteria for earning this license includes:

- Education;
- Successfully passing the CPA exam; and
- Work Experience.

June 14, 2000

TO: Agency Personnel Managers

FROM: Stephanie Reitmajer, Classification Manager

SUBJECT: **Clarification of minimum qualification standards for the Accounting Technician and Accountant classification series.**

At the time that we implemented the Accounting Technician and Accountant classification series employees eligible for reallocation did not need to meet the minimum qualifications. For employees represented by unions, the State and representing labor organizations agreed to this as part of the bargained implementation procedures. An exception to HRSD policy 30.0005.01 was granted for those employees not represented by unions. The intent was to not harm current employees, but gradually boost requirements for entering employees. At that time, I communicated to agencies that for future position movement, such as transfer or promotion those employees would need to meet the minimum qualifications.

**Employees have questioned the rationale for their inability to meet the minimum qualification standards for lateral, same classification transfers. Researching the issue, I found that the classification group that designed the class series intended that incumbents granted exceptions to MQ's upon initial implementation be allowed to meet MQ standards for the same classification in future transfers. Also, agency line and human resource managers expressed a desire to accept these employees as transfer candidates.**

Effective immediately, any incumbent that holds regular status in the Accounting classification series (Classes, 0210, 0211, 0212, 0213, 1215, 1216, 1217, 1218, 1219), applying for placement on a transfer list will be considered to meet the minimum qualification standards. Of course, agencies may also consider the employee's knowledge, skills and experience as it applies to your individual position, just as you do for any other transfer opportunity. Employees still must meet the minimum qualification standards for any position movement other than same classification transfers, such as promotions or voluntary demotions.

If there are any questions on this change of policy, please call me at (503) 373-7676.

Date: March 6, 1998

To: State Fiscal Employees  
Persons Pursuing an Accounting Career with the State

From: Jim McAdler, Manager  
Statewide Accounting and Reporting Section

Subject: **Recommended Accounting Courses at Chemeketa  
To Meet Minimum Qualifications**

The minimum qualifications for the new state accounting classifications became effective January 1, 1998. For persons pursuing an accounting career with the state, Chemeketa Community College offers lower division accounting courses that meet the minimum qualifications. A schedule of the currently recommended courses is on the back of this memo. Other community colleges as well as four-year universities may offer equivalent courses under different course titles.

Except as noted on the schedule, all recommended Chemeketa courses qualify as electives toward the Oregon Associate of Arts degree. Recommended courses are also transferable either as accounting credits or as electives toward a four-year degree in the Oregon University System. If you are interested in continuing your education after completing community college, it is important to see an advisor for guidance at both your community college and the four-year university you plan to attend.

To fully meet the minimum qualifications of state accounting classifications, you may also need work experience in specific areas depending on your unique combination of education and experience. Please contact your agency personnel department if you need assistance with your career planning.

Until January 1, 1999, the Oregon Governmental Accounting Certificate helps to meet the minimum qualifications for the Accountant 1 and 2 classifications. The Governmental Accounting Certificate program will be phased out after this date.

## "Guide" Only

### Accounting Courses at Chemeketa Community College To Meet Minimum Qualifications of State Accounting Classifications

(Acceptable Courses)

**Required Accounting Credits**

**Recommended Accounting Courses at Chemeketa**

Accounting Technician 1  
- 6 quarter accounting credits

BA211 Financial Accounting I  
BA212 Financial Accounting II

Accounting Technician 2  
- 9 quarter accounting credits

BA213 Managerial Accounting

Accounting Technician 3  
12 quarter accounting credits

Minimum required accounting credits are met by above courses

Accountant 1, 2, 3, and 4  
- 30 quarter accounting credits

BA215 Cost Accounting  
BA222 Financial Management  
BA226 Business Law 1  
BA240 Governmental/Nonprofit Accounting 1 \*

Other Courses Qualifying Toward 30 Accounting Credits

BA056 Intermediate Financial Accounting I \*\*  
BA057 Intermediate Financial Accounting II \*\*  
BA058 Intermediate Financial Accounting III \*\*  
BA227 Business Law II  
BA271 Analyzing Financial Statements

\* Effective Summer 1998, Governmental/Nonprofit Accounting I will change from BA054 to BA240. BA054 is subject to the non-credit maximum for professional-technical courses that qualify as electives toward the Oregon Associate of Arts degree. As BA240, this elective is not subject to the nine-credit maximum.

\*\* A maximum of nine quarter-credits of professional-technical courses may qualify as electives toward the Oregon Associate of Arts degree.

cc: Agency Personnel Managers

Recruitment and Career Services,  
Human Resource Services Division,  
DAS

Date: Tuesday, March 30, 1999 4:10PM  
From: REITMAJER Stephanie \* DAS HRSD  
To: LANE Larry  
Cc: HRSD Recruitment  
RE: **Accounting MQ's**

Larry,  
I recently met with our recruitment section regarding questions such as these. Unfortunately we are seeing inconsistency in agencies regarding the MQ's. I will be sending another clarifying memorandum to try to help.

To answer your question: NO the Rstars class would not be considered as qualifying course work. This course was specifically considered and decided to not fit the criteria. I have told employees that the RStars may help them be considered and decided candidate for certain positions, but does not count toward the MQ's. I told them this to help explain that any classes in State systems are not a wasted effort. It is also good preparation for advancement in the Accounting Technician series.

The intention behind the "accounting information systems" requirement is to match the State's need for knowledge of how accounting information is managed through computerized systems in organizations. The course should contain subject matter about accounting information systems in business organizations, business information processes, and developing business information technology solutions to accounting and business or accounting systems. The Rstars course does not deal with the theory of information processing as it is applied to business or accounting systems. For this same reason classes on spreadsheet applications, such as Chemeketa's BA228, Computer Accounting Applications, also would not be considered accounting information systems. The course titles are confusing. Generally, any class that emphasizes "computerized applications" rather than information "systems" would not be considered qualifying.

Chemeketa, at least for the present time, does not offer a course of that would qualify. The list of classes developed by Jim McAdler and reviewed by the classification section was meant to help employees who are planning to take classes at Chemeketa. (Since we have so many employees working in Salem). The list is meant as an example and is not totally inclusive, nor meant to cover all the possible courses given at community colleges that could meet the minimum qualifications. As long as the course an employee has taken emphasizes the points mentioned above it would be considered qualifying.

If you have opportunity to talk with employees who are trying to plan their career, remind them that in addition to the 30 units suggested, they also must have the "professional-level accounting experience" listed on the minimum qualifications to go along with the college credits. I am worried that we are paying too much attention to the education credits alone. An employee could finish their thirty units and expect to qualify. They also need to strive for developmental assignments, etc. to get the experience they need.

Please contact me any time to help clarify these standards. They are complex, and often confusing to the poor hopeless employee trying to plan their career. I appreciate that you are taking the time to work with employees to help them understand. You can also refer them to me for questions if that helps.

-Stephanie

From: LANE Larry  
To: REITMAJER Stephanie  
Subject: Accounting MQ's  
Date: Tuesday, March 30, 1999 2:43PM

I am looking at the minimum qualifications for Accountant 1, 2, and 3.

The thirty quarter-hours required to meet the MQ's include several categories. Your section worked with Jim McAdler in SARS to develop a list of recommended classes to meet these MQ's.

One category from the MQ's not included on the recommended list of classes is anything in "accounting information systems."

I have heard of at least one Oregon employee that took R\*STARS three credit class, submitted this as part of the required thirty quarter hours and this was accepted.

My question to you is, does the three credit R\*STARS class count toward the "accounting information systems" category and thus considered as part of the required thirty quarter hours? If this class does not qualify, what class would fit this category?

# RESEARCH ANALYST ACCEPTABLE STATISTICAL COURSEWORK

**ECONOMETRICS** - A set of statistical techniques used in the analysis of empirical data...the quantitative analysis of actual economic phenomena based on the concurrent development of theory and observation, related by appropriate methods of inference.

**INTRODUCTION TO BUSINESS STATISTICS** – Elementary statistics as a tool for making business decisions. Introduction to probability, sampling distributions, estimation including confidence intervals, and hypothesis testing.

**ELEMENTARY INFERENCE IN BUSINESS STATISTICS** – Applications of statistical inference to business situations; sampling and its role in estimation and hypothesis testing. In addition, an introductory treatment of the following techniques or areas is presented; decision theory, regression, experimental design, and nonparametric statistics.

**APPLIED STATISTICAL DECISION THEORY** – The use of probability theory and utility functions to evaluate risk, information, and alternatives in decision problems. Comparative analysis of decision problems under uncertainty using classical statistics and Bayesian statistics.

**DYNAMIC SYSTEMS** – Fundamental concepts in the analytical study of dynamic processes and concepts in the analytical study of dynamic processes and systems. Difference equations, which have important applications in the simulation of industrial and economic systems.

**INDUSTRIAL DYNAMICS** – Analysis of information-decision systems in business organizations; development of competence in modeling the dynamic operations of such systems, in performing simulation experiments and in analyzing results.

**APPLIED ANALYSIS OF VARIANCE** – Design of comparative experiments in business administration; models and methods for analysis of variation in measurement data including single and multifactor treatments in completely randomized and blocked designs.

**APPLIED REGRESSION ANALYSIS** – The general theory of least squares regression. Application of regression procedures in the elucidation of underlying relationships governing business and economic behavior. Techniques of statistical model-building and model-verification.

**APPLIED TIME SERIES ANALYSIS FOR FORECASTING** – The theory and application of time series models to forecasting problems. Elements of spectral analysis. Autoregressive, moving average, and seasonal models. Principles of interactive model building; identification, fitting, and diagnostic checking of models. Examples from business and economics are used as illustrations.

**STATISTICS FOR BUSINESS DECISIONS** – Accelerated study of business statistics; probability, estimation, hypothesis testing, simple and multiple regression analysis; analysis of variance and non-parametrics.

**APPLIED NONPARAMETRIC STATISTICS** – Procedures for statistical analysis when the data do not conform to parametric assumptions. Tests using nominal data, or using ordinal data, tests for one sample, tests involving two or more samples (related or unrelated), goodness-of-fit tests.



**BAYESIAN INFERENCE AND DECISION** – The mathematical analysis of decisions under conditions of uncertainty. The subjective basis for probability, the sequential nature of Bayesian inference, likelihood principles, prior and posterior distributions of parameters in binomial, and normal populations. Decision theory, utility theory, and the economics of sampling.

**APPLIED MULTIVARIATE ANALYSIS** – The fundamental concepts and statistical reasoning which underlie the techniques of multivariate analysis. Topics include: multivariate analysis of variance, discriminate analysis, principle components, factor analysis and canonical correlation.

**APPLIED SAMPLING TECHNIQUES** – Theory and application of probability sampling techniques to business problems. Topics: simple random sampling, stratified sampling, cluster sampling, systematic sampling, multistage sampling, double sampling, non-response problems, ratio and regression estimators.

**FINITE MATHEMATICAL STRUCTURES** – Topics from set theory, logic, and probability.

**MATHEMATICS IN BUSINESS APPLICATIONS** – Functions, graphs, linear programming, matrix algebra, and mathematics of finance. Probability and business statistics with application to business decision making.

**ELEMENTS OF STATISTICAL METHODS** – A basic course in statistical analysis including presentation of data, design of experiments, sampling theory, tests of significance, analysis of variance, correlation, selected topics and applications. A broad non-technical survey designed primarily for non-math students who need to utilize the subject in their own fields.

**APPLIED MATHEMATICS** – Fundamental concepts of complex variables, partial differential equations and boundary value problems using Fourier series.

**INTRODUCTION TO STATISTICAL THEORY** – Theory of probability, distributions of random variables, central limit theorem, sampling distributions, point and interval estimation, tests of hypotheses, analysis of variance.

**INTRODUCTION TO PROBABILITY AND STATISTICS** – Elementary sets and probability, organization of data, the binomial and normal distributions and their connection, random sampling, testing hypotheses, Chi-square, regression and correlation, trend analysis, distribution-free statistics, analysis of variance, sequential sampling, small sample methods. A more rigorous treatment of discrete statistical methods than Mth 364, 365, 366.

**INTRODUCTION TO CONTEMPORARY MATHEMATICS** – Elementary linear programming, combinatorics, descriptive statistics, elementary probability, exponential growth and decay, examples of major mathematical ideas and models.

**MATHEMATICS FOR MANAGEMENT, LIFE, AND SOCIAL SCIENCES** – Techniques of counting, probability and elements of statistics including binomial and normal distributions. Introductory matrix algebra. Elements of linear programming.

**ELEMENTS OF DISCRETE MATH** – No information available.

**QUANTITATIVE BUSINESS METHODS** – No information available.

- END -

## CODING EXAMPLES

### REJECTED APPLICATION

| OFFICE USE ONLY     |            |   |                  |   |   |                                  |  |      |       |
|---------------------|------------|---|------------------|---|---|----------------------------------|--|------|-------|
| Skill Codes:        |            |   |                  |   |   |                                  | <input type="checkbox"/> Accepted (Instructions Enclosed)<br><input checked="" type="checkbox"/> NOT ACCEPTED <b>ED</b> (Reason Code)<br>Reviewer's Initials / Date <b>BV 12-10-02</b> |      |       |
| ORIGINAL TEST DATE: | TEST DATE: |   | EXPIRATION DATE: |   |   | ORIGINAL BATCH CODE:             |  |      |       |
|                     |            |   |                  |   |   | <b>(Agency No. or code Here)</b> |  |      |       |
| TEST NUMBER         | RAW SCORE  |   |                  |   |   |                                  | V.P.   | S.C. | FINAL |
|                     | 1          | 2 | 3                | 4 | 5 | 6                                |  |      |       |
| <b>7110</b>         |            |   |                  |   |   |                                  |  |      |       |
|                     |            |   |                  |   |   |                                  |  |      |       |

### E&T TEST - ACCEPTED

| OFFICE USE ONLY     |                |           |                  |           |           |                                  |   |            |       |
|---------------------|----------------|-----------|------------------|-----------|-----------|----------------------------------|---|------------|-------|
| Skill Codes:        |                |           |                  |           |           |                                  | <input checked="" type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED _____ (Reason Code)<br>Reviewer's Initials / Date <b>KM 12-5-02</b> |            |       |
| ORIGINAL TEST DATE: | TEST DATE:     |           | EXPIRATION DATE: |           |           | ORIGINAL BATCH CODE:             |   |            |       |
|                     | <b>12-5-02</b> |           |                  |           |           | <b>(Agency No. or code Here)</b> |   |            |       |
| TEST NUMBER         | RAW SCORE      |           |                  |           |           |                                  | V.P.  | S.C.       | FINAL |
|                     | 1              | 2         | 3                | 4         | 5         | 6                                |   |            |       |
| <b>5683</b>         | <b>25</b>      | <b>30</b> | <b>30</b>        | <b>10</b> | <b>05</b> |                                  |   | <b>100</b> |       |
|                     |                |           |                  |           |           |                                  |   |            |       |

### QUALIFIED (QLF) – PASS / FAIL

| OFFICE USE ONLY     |                |   |                  |   |   |                                  |   |            |       |
|---------------------|----------------|---|------------------|---|---|----------------------------------|---|------------|-------|
| Skill Codes:        |                |   |                  |   |   |                                  | <input checked="" type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED _____ (Reason Code)<br>Reviewer's Initials / Date <b>KM 12-5-02</b> |            |       |
| ORIGINAL TEST DATE: | TEST DATE:     |   | EXPIRATION DATE: |   |   | ORIGINAL BATCH CODE:             |   |            |       |
|                     | <b>12-5-02</b> |   |                  |   |   | <b>(Agency No. or code Here)</b> |   |            |       |
| TEST NUMBER         | RAW SCORE      |   |                  |   |   |                                  | V.P.  | S.C.       | FINAL |
|                     | 1              | 2 | 3                | 4 | 5 | 6                                |   |            |       |
|                     |                |   |                  |   |   |                                  |   | <b>QLF</b> |       |
|                     |                |   |                  |   |   |                                  |   |            |       |

**REEMPLOYMENT LAYOFF (RL739999)**

| OFFICE USE ONLY     |                |   |                  |   |   |                                  |   |      |            |
|---------------------|----------------|---|------------------|---|---|----------------------------------|---|------|------------|
| Skill Codes:        |                |   |                  |   |   |                                  | <input checked="" type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED _____ (Reason Code)<br>Reviewer's Initials / Date <b>BV 12-2-02</b> |      |            |
| ORIGINAL TEST DATE: | TEST DATE:     |   | EXPIRATION DATE: |   |   | ORIGINAL BATCH CODE:             |   |      |            |
|                     | <b>12-2-02</b> |   |                  |   |   | <b>(Agency No. or code Here)</b> |   |      |            |
| TEST NUMBER         | RAW SCORE      |   |                  |   |   |                                  | V.P.  | S.C. | FINAL      |
|                     | 1              | 2 | 3                | 4 | 5 | 6                                |   |      |            |
|                     |                |   |                  |   |   |                                  |   |      | <b>100</b> |
|                     |                |   |                  |   |   |                                  |   |      |            |

**TRANSFER (TR739999)**

| OFFICE USE ONLY     |                |   |                  |   |   |                                  |   |      |       |
|---------------------|----------------|---|------------------|---|---|----------------------------------|---|------|-------|
| Skill Codes:        |                |   |                  |   |   |                                  | <input checked="" type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED _____ (Reason Code)<br>Reviewer's Initials / Date <b>AP 12-4-02</b> |      |       |
| ORIGINAL TEST DATE: | TEST DATE:     |   | EXPIRATION DATE: |   |   | ORIGINAL BATCH CODE:             |   |      |       |
|                     | <b>12-4-02</b> |   |                  |   |   | <b>(Agency No. or code Here)</b> |   |      |       |
| TEST NUMBER         | RAW SCORE      |   |                  |   |   |                                  | V.P.  | S.C. | FINAL |
|                     | 1              | 2 | 3                | 4 | 5 | 6                                |   |      |       |
|                     |                |   |                  |   |   |                                  |   |      |       |
|                     |                |   |                  |   |   |                                  |   |      |       |

**EXTENDED TEST SCORE**

| OFFICE USE ONLY     |                |            |                  |            |   |                                  |  |      |           |
|---------------------|----------------|------------|------------------|------------|---|----------------------------------|--|------|-----------|
| Skill Codes:        |                |            |                  |            |   |                                  | <input checked="" type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED _____ (Reason Code)<br>Reviewer's Initials / Date <b>JVC 12-2-02</b> |      |           |
| ORIGINAL TEST DATE: | TEST DATE:     |            | EXPIRATION DATE: |            |   | ORIGINAL BATCH CODE:             |  |      |           |
| <b>6-14-02</b>      | <b>12-2-02</b> |            |                  |            |   | <b>(Agency No. or code Here)</b> |  |      |           |
| TEST NUMBER         | RAW SCORE      |            |                  |            |   |                                  | V.P.   | S.C. | FINAL     |
|                     | 1              | 2          | 3                | 4          | 5 | 6                                |  |      |           |
| <b>4316</b>         | <b>0B3</b>     | <b>004</b> | <b>003</b>       | <b>005</b> |   |                                  |  |      | <b>94</b> |
|                     |                |            |                  |            |   |                                  |  |      |           |

## REGRADED TEST SCORE

| OFFICE USE ONLY                       |           |                              |   |   |                  |   |  |  |           |  |
|---------------------------------------|-----------|------------------------------|---|---|------------------|---|--|--|-----------|--|
| Skill Codes:                          |           |                              |   |   |                  |   | <input checked="" type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED _____ (Reason Code)<br>Reviewer's Initials / Date <b>JVC 12-2-02</b> |  |           |  |
| ORIGINAL TEST DATE:<br><b>6-14-02</b> |           | TEST DATE:<br><b>12-2-02</b> |   |   | EXPIRATION DATE: |   |  | ORIGINAL BATCH CODE:<br><b>(Agency No. or code Here)</b> |           |  |
| TEST NUMBER                           | RAW SCORE |                              |   |   |                  |   | V.P.   | S.C.   | FINAL     |  |
|                                       | 1         | 2                            | 3 | 4 | 5                | 6 |  |  |           |  |
| <b>10234</b>                          | <b>89</b> |                              |   |   |                  |   |  | <b>RG</b>  | <b>90</b> |  |
|                                       |           |                              |   |   |                  |   |  |  |           |  |

## VETERANS' PREFERENCE CODING EXAMPLES

**NOTE:** The following examples show how to code Veterans' Preference for various situations. For additional information, please contact DAS/HRSD Recruitment.

### ACCEPTED APPLICATION – Applicant claims and qualifies for Veterans' Preference

OK

| VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215 |  |  |                                   |                         |
|---|--|--|-----------------------------------|-------------------------|
| POINTS: (CIRCLE)<br><b>5</b> 10   | DATE OF ENTRY (M-D-Y):<br><b>8-23-89</b> | DATE OF DISCHARGE (M-D-Y):<br><b>8-23-92</b> | BRANCH OF SERVICE:<br><b>Army</b> | AREA OF ARMED CONFLICT: |

| OFFICE USE ONLY     |           |            |   |   |                  |   |  |                      |       |  |
|---------------------|-----------|------------|---|---|------------------|---|--|----------------------|-------|--|
| Skill Codes:        |           |            |   |   |                  |   | <input type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED _____ (Reason Code)<br>Reviewer's Initials / Date |                      |       |  |
| ORIGINAL TEST DATE: |           | TEST DATE: |   |   | EXPIRATION DATE: |   |  | ORIGINAL BATCH CODE: |       |  |
| TEST NUMBER         | RAW SCORE |            |   |   |                  |   | V.P.   | S.C.                 | FINAL |  |
|                     | 1         | 2          | 3 | 4 | 5                | 6 |  |                      |       |  |
|                     |           |            |   |   |                  |   | <b>05</b>  |                      |       |  |
|                     |           |            |   |   |                  |   |  |                      |       |  |

### DATA ENTRY INSTRUCTIONS (JAPI):

- Field 15..... Key 5 (or 10)
- Field 16..... Key the date of entry
- Field 17.....Key the date of discharge
- Field 58.....Key 05

**ACCEPTED APPLICATION – Applicant claims Veterans’ Preference, but is not eligible**

**NE**

| VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215 |                                   |                                       |                            |                         |
|---|-----------------------------------|---------------------------------------|----------------------------|-------------------------|
| POINTS: (CIRCLE)<br>5 10  | DATE OF ENTRY (M-D-Y):<br>8-23-89 | DATE OF DISCHARGE (M-D-Y):<br>8-23-92 | BRANCH OF SERVICE:<br>Army | AREA OF ARMED CONFLICT: |

| OFFICE USE ONLY     |            |                  |   |   |                      |  |      |      |       |
|---------------------|------------|------------------|---|---|----------------------|--|------|------|-------|
| Skill Codes:        |            |                  |   |   |                      | <input type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED (Reason Code)<br>Reviewer's Initials / Date |      |      |       |
| ORIGINAL TEST DATE: | TEST DATE: | EXPIRATION DATE: |   |   | ORIGINAL BATCH CODE: |  |      |      |       |
| TEST NUMBER         | RAW SCORE  |                  |   |   |                      |  | V.P. | S.C. | FINAL |
|                     | 1          | 2                | 3 | 4 | 5                    | 6  |      |      |       |
|                     |            |                  |   |   |                      |  | 00   |      |       |
|                     |            |                  |   |   |                      |  |      |      |       |

**DATA ENTRY INSTRUCTIONS (JAPI):**

- 1. Field 15..... Key NE
- 2. Field 16..... Key the date of entry
- 3. Field 17.....Key the date of discharge
- 4. Field 58.....Key 00

**ACCEPTED APPLICATION – Applicant claims Veterans’ Preference, but fails to provide a copy of their DD214/DD215**

**NO**

| VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215 |                                   |                                       |                            |                         |
|---|-----------------------------------|---------------------------------------|----------------------------|-------------------------|
| POINTS: (CIRCLE)<br>5 10  | DATE OF ENTRY (M-D-Y):<br>8-23-75 | DATE OF DISCHARGE (M-D-Y):<br>8-23-79 | BRANCH OF SERVICE:<br>Army | AREA OF ARMED CONFLICT: |

| OFFICE USE ONLY     |            |                  |   |   |                      |  |      |      |       |
|---------------------|------------|------------------|---|---|----------------------|--|------|------|-------|
| Skill Codes:        |            |                  |   |   |                      | <input type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED (Reason Code)<br>Reviewer's Initials / Date |      |      |       |
| ORIGINAL TEST DATE: | TEST DATE: | EXPIRATION DATE: |   |   | ORIGINAL BATCH CODE: |  |      |      |       |
| TEST NUMBER         | RAW SCORE  |                  |   |   |                      |  | V.P. | S.C. | FINAL |
|                     | 1          | 2                | 3 | 4 | 5                    | 6  |      |      |       |
|                     |            |                  |   |   |                      |  | 00   |      |       |
|                     |            |                  |   |   |                      |  |      |      |       |

**DATA ENTRY INSTRUCTIONS (JAPI):**

- 1. Field 58..... Key 00

**ACCEPTED APPLICATION – Applicant provides Veterans’ Information, but does not claim preference points.**

| VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215 |                                   |                                       |                            |                         |
|---|-----------------------------------|---------------------------------------|----------------------------|-------------------------|
| POINTS: (CIRCLE)<br>5 10  | DATE OF ENTRY (M-D-Y):<br>8-23-69 | DATE OF DISCHARGE (M-D-Y):<br>8-23-82 | BRANCH OF SERVICE:<br>Army | AREA OF ARMED CONFLICT: |

| OFFICE USE ONLY     |            |  |                      |  |
|---------------------|------------|--|----------------------|--|
| Skill Codes:        |            | <input type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED _____ (Reason Code)<br>Reviewer's Initials / Date |                      |  |
| ORIGINAL TEST DATE: | TEST DATE: | EXPIRATION DATE:   | ORIGINAL BATCH CODE: |  |

| TEST NUMBER | RAW SCORE |   |   |   |   |   | V.P. | S.C. | FINAL |
|-------------|-----------|---|---|---|---|---|------|------|-------|
|             | 1         | 2 | 3 | 4 | 5 | 6 |      |      |       |
|             |           |   |   |   |   |   |      |      |       |
|             |           |   |   |   |   |   |      |      |       |

**DATA ENTRY INSTRUCTIONS (JAPI):**

- Field 16..... Key the date of entry
- Field 17 .....Key the date of discharge

**REJECTED APPLICATION – Applicant claims and qualifies for Veterans’ Preference, but application is not accepted**

OK

| VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215 |                                   |                                       |                            |                         |
|---|-----------------------------------|---------------------------------------|----------------------------|-------------------------|
| POINTS: (CIRCLE)<br>5 <b>10</b>   | DATE OF ENTRY (M-D-Y):<br>8-23-78 | DATE OF DISCHARGE (M-D-Y):<br>8-23-84 | BRANCH OF SERVICE:<br>Army | AREA OF ARMED CONFLICT: |

| OFFICE USE ONLY     |            |  |                      |  |
|---------------------|------------|--|----------------------|--|
| Skill Codes:        |            | <input type="checkbox"/> Accepted (Instructions Enclosed)<br><input type="checkbox"/> NOT ACCEPTED _____ (Reason Code)<br>Reviewer's Initials / Date |                      |  |
| ORIGINAL TEST DATE: | TEST DATE: | EXPIRATION DATE:   | ORIGINAL BATCH CODE: |  |

| TEST NUMBER | RAW SCORE |   |   |   |   |   | V.P. | S.C. | FINAL |
|-------------|-----------|---|---|---|---|---|------|------|-------|
|             | 1         | 2 | 3 | 4 | 5 | 6 |      |      |       |
|             |           |   |   |   |   |   |      |      |       |
|             |           |   |   |   |   |   |      |      |       |

**DATA ENTRY INSTRUCTIONS (JAPI):**

- Field 15..... Key 5 (or 10)
- Field 16..... Key the date of entry
- Field 17 .....Key the date of discharge

- END -

## CONVERSION TABLES A & B

**TABLE A - Designed to group larger numbers of applicants into one score.**  
The numbers across the top refers to the number of items on the test.

| Converted Final Score | The top figures represent the number of factors used in the test. The columns of figures directly below indicate the range of the number of points received by the applicant. The column on the far left is the applicant's final score based on the total number points they received on their test. |     |       |       |       |       |       |       |       |       |
|-----------------------|---|-----|-------|-------|-------|-------|-------|-------|-------|-------|
|                       | 1   | 2   | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    |
| <b>100</b>            | 5   | 10  | 14-15 | 19-20 | 23-25 | 28-30 | 32-35 | 37-40 | 41-45 | 46-50 |
| <b>94</b>             | 4   | 8-9 | 11-13 | 15-18 | 18-22 | 22-27 | 25-31 | 29-36 | 32-40 | 36-45 |
| <b>88</b>             | 3   | 6-7 | 8-10  | 11-14 | 13-17 | 16-21 | 18-24 | 21-28 | 23-31 | 26-35 |
| <b>82</b>             | 2   | 4-5 | 5-7   | 7-10  | 8-12  | 10-15 | 11-17 | 13-20 | 14-22 | 16-25 |
| <b>76</b>             | 1   | 2-3 | 3-4   | 4-6   | 5-7   | 6-9   | 7-10  | 8-12  | 9-13  | 10-15 |

**TABLE B - Designed to provide a larger spread of scores. Is used more often for tests with larger numbers of applicants.**  
The numbers across the top refers to the number of items on the test.

| Converted Final Score | The top figures represent the number of factors used in the test. The columns of figures directly below indicate the range of the number of points received by the applicant. The column on the far left is the applicant's final score based on the total number points they received on the test. |    |       |       |       |       |       |       |       |       |
|-----------------------|---|----|-------|-------|-------|-------|-------|-------|-------|-------|
|                       | 1   | 2  | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    |
| <b>100</b>            | 5   | 10 | 14-15 | 19-20 | 24-25 | 29-30 | 33-35 | 38-40 | 43-45 | 48-50 |
| <b>97</b>             |   | 9  | 13    | 17-18 | 21-23 | 26-28 | 30-32 | 34-37 | 39-42 | 43-47 |
| <b>94</b>             | 4   | 8  | 11-12 | 15-16 | 19-20 | 23-25 | 26-29 | 30-33 | 34-38 | 38-42 |
| <b>91</b>             |   | 7  | 10    | 13-14 | 16-18 | 20-22 | 23-25 | 26-29 | 30-33 | 33-37 |
| <b>88</b>             | 3   | 6  | 8-9   | 11-12 | 14-15 | 17-19 | 19-22 | 22-25 | 25-29 | 28-32 |
| <b>85</b>             |   | 5  | 7     | 9-10  | 11-13 | 14-16 | 16-18 | 18-21 | 21-24 | 23-27 |
| <b>82</b>             | 2   | 4  | 5-6   | 7-8   | 9-10  | 11-13 | 12-15 | 14-17 | 16-20 | 18-22 |
| <b>79</b>             |   | 3  | 4     | 5-6   | 6-8   | 8-10  | 9-11  | 10-13 | 12-15 | 13-17 |
| <b>76</b>             | 1   | 2  | 3     | 4     | 5     | 6-7   | 7-8   | 8-9   | 9-11  | 10-12 |

## ACADEMIC CONVERSION TABLE

(Use when college credit is given on a year-for-year basis)

| MONTHS<br>CREDIT | HOURS EARNED |       |
|------------------|--------------|-------|
|                  | QTR          | SEM   |
| 1                | 4            | 3     |
| 2                | 8            | 5     |
| 3                | 12           | 8     |
| 4                | 16           | 11    |
| 5                | 20           | 13    |
| 6                | 24           | 16    |
| 7                | 28           | 19    |
| 8                | 32           | 21    |
| 9                | 36           | 24    |
| 10               | 40           | 27    |
| 11               | 44           | 29    |
| 12               | 45-48        | 30-32 |

| YEARS<br>CREDIT | HOURS EARNED |     |
|-----------------|--------------|-----|
|                 | QTR          | SEM |
| 2               | 96           | 64  |
| 3               | 144          | 96  |
| 4               | 192          | 128 |
| 5               | 230          | 160 |

**Average Hours Required  
for a Bachelor's Degree:**

180 Quarter Hours

130 Semester Hours

- NOTE:**
- Credit should be given to the nearest month and to the applicant's advantage.
  - Master's degree can be substituted for one year of experience.

USE THIS TABLE TO CONVERT **CLOCK HOURS** To **MONTHS**  
(use **only** when no credit hours are given):

| CLOCK HOURS | MONTHS OF CREDIT |
|-------------|------------------|
| 173         | 1                |
| 346         | 2                |
| 519         | 3                |
| 692         | 4                |
| 865         | 5                |
| 1038        | 6                |
| 1211        | 7                |
| 1384        | 8                |
| 1557        | 9                |
| 1730        | 10               |
| 1903        | 11               |
| 2076        | 12               |

The National Association of Trade & Technical Schools (NATTS) Accrediting Commission for trade and technical schools approves the following table:

**1 Semester Credit**

15 Clock Hours of Lecture  
30 Clock Hours of Lab  
45 Clock Hours of Externship/ Shop

**1 Quarter Credit**

10 Clock Hours of Lecture  
20 Clock Hours of Lab  
30 Clock Hours of Externship/ Shop



# Education Credential Evaluation Foreign and Domestic

## FOREIGN EQUIVALENCY

The following organizations evaluate foreign educational documents to determine the appropriate equivalency within the U.S. educational system.

### WORLD EDUCATION SERVICES, INC

P.O. Box 745, Old Chelsea Station  
New York, NY 10113-0745  
Phone: 212.966.6311  
FAX: 212.739.6100  
<http://www.wes.org/>

### EDUCATIONAL CREDENTIAL EVALUATORS, Inc. (ECE)

PO Box 514070  
Milwaukee WI 53203-3470  
Phone: 414.289.3400  
FAX: 414.289.3411  
<http://www.ece.org/>

### FOUNDATION for INTERNATIONAL SERVICES, Inc.

21540 30th Drive SE, Suite 320  
Bothell, WA 98021  
Phone: 425.487.2245  
FAX: 425.487.1989  
<http://www.fis-web.com>

### ACADEMIC CREDENTIALS EVALUATION INSTITUTE, Inc.

P.O. Box 6908  
Beverly Hills, CA 90212  
Phone: 800.234.1597 or  
310.275.3530  
FAX: 310.275.3528  
<http://www.acei1.com/instructions.html>

## ACCREDITATION

For a list of accrediting agencies  
recognized by the U.S. Department of Education,  
see the following website:

<http://www.ed.gov/offices/OPE/accreditation/natl agencies.html>

**The Office of Degree Authorization,  
Oregon Student Assistance Commission**  
provides a list of the most recently reported  
institutions whose degrees **cannot be used in Oregon:**

<http://www.osac.state.or.us/oda/unaccredited.html>

### **degreeoftruth**

Access to Australia's higher education  
credential verification system:

<http://www.degreeoftruth.com.au/home.htm>

.. .. END .. ..





# REVIEW & APPEAL PROCESS

## Reject Letter & Sample Response Letters

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Applicants may request a review of their test score or of disqualification for not meeting minimum qualifications. Review requests must be made **in writing** and must be received by the recruiting agency **within 10 calendar days** of the *Application and Examination Notice*. **OAR 105-040-0010(1)(d)and(c)**.

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### APPEAL PROCESS:

**APPLICANT:** Contacts agency, in writing, to request a re-evaluation of their application and supplemental material. (This may be an appeal of a test score or rejection notice.)

**Agency:** Re-evaluates application and supplemental materials. New materials cannot be submitted; however, clarifying information may be provided.

- If there is a change in the applicant score or if the application was rejected and is now being accepted, make necessary corrections and notify the applicant.
- If the original assessment is found to be correct, explain to the applicant the basis for the decision.

**APPLICANT:** May request further review of the application and supplemental materials if they believe an error has been made in the re-evaluation.

**Agency:** May re-evaluate or request a DAS/HRSD Recruitment Specialist evaluate and give opinion.

**APPLICANT:** May request further review.

**Agency:** Handle on a case-by-case basis.

Test reviews shall be **limited to verification of scoring** by providing the total number of points possible and the number of points received. Refer to sample [Review Letters](#).

### CORRECTING TEST SCORES

Corrections may be made to test scores if an error is found in the grading process: (see below for sample.)

1. Retrieve original application.
2. Cross out the scores to be corrected.
3. Write in the new scores
4. Write "CS" in the S.C. (Score Code) box.
5. Data enter the new score information. (See APPL/CERT Manual for assistance in data entering).

## **RETAKE A TEST**

An applicant may retake a test if:

- a. More than three (3) months have passed since the test was previously taken; **and**
- b. If the recruitment is **open** for application. The applicant retains the most recent score.

## **Re-APPLYING IF APPLICATION REJECTED**

If an application has been rejected, an applicant may re-apply as often as they like as long as:

- The recruitment is still **open** for application; and
- Any “Retest Period” has passed.

**- END -**

## **REQUEST FOR REVIEW APPEAL OF REJECT - SAMPLE LETTER**

SOCIAL SECURITY NUMBER: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CLASS TITLE: \_\_\_\_\_

ANNOUNCEMENT NUMBER: \_\_\_\_\_

This letter is in response to your request for a formal review for the job listed above.

After a thorough review of your work experience as shown on your application materials, we have determined your application does not show that you meet the minimum qualifications as stated in the "To Qualify" section of the job announcement.

Your application did not show the required experience in:

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When applying for future recruitments be sure to pay close attention to the "TO QUALIFY" requirements on the job announcement. Then, when listing your work experience make sure you clearly describe the functions you performed in the specialized areas shown in the "TO QUALIFY" section. If that work was not the major focus of your job(s), also indicate percent of time spent in the specialized work. By doing this, the evaluator can determine your actual responsibilities and how much experience you have in the specialized area.

Thank you for your interest in this recruitment. We wish you success in your job search, and encourage you to apply for other jobs with the State of Oregon.

Human Resource Services Division

**- END -**

## REQUEST FOR REVIEW APPEAL OF SCORE - SAMPLE LETTER

SOCIAL SECURITY NUMBER: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CLASS TITLE: \_\_\_\_\_

ANNOUNCEMENT NUMBER: \_\_\_\_\_

In response to your request for a formal review of the grading of your application materials for the above recruitment, your application and test answers have been reviewed.

After a thorough review of your work experience as shown on your application and the information from your test answers, we have found:

\_\_\_ Your score is correct as shown on the notice of test results previously mailed to you.

\_\_\_ Your score has been increased and a correction is being processed. A corrected notice of test results is currently being processed and a notice will be mailed to you.

\_\_\_ Your original score was assigned in error. Your score has been decreased to reflect the proper rating. A corrected notice of results is currently being processed and will be mailed to you. We apologize for any inconvenience this may cause.

|                  |     |     |     |     |
|------------------|-----|-----|-----|-----|
| ASSIGNED POINTS: | #1) | #2) | #3) | #4) |
|------------------|-----|-----|-----|-----|

|                        |     |     |     |     |
|------------------------|-----|-----|-----|-----|
| TOTAL POSSIBLE POINTS: | #1) | #2) | #3) | #4) |
|------------------------|-----|-----|-----|-----|

|                  |     |     |     |     |
|------------------|-----|-----|-----|-----|
| REVISED POINTS : | #1) | #2) | #3) | #4) |
|------------------|-----|-----|-----|-----|

Thank you for your continued interest in this recruitment.

Human Resource Services Division

# VETERANS' PREFERENCE CRITERIA

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Applicants are eligible to use veterans' preference when applying with the State of Oregon in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015.

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## **5 points (Veteran):**

To receive **5 points** you must have served on active duty in the Armed Forces:

1. For more than 178 consecutive days; or
2. For at least one day in a combat zone (408.225); or
3. Entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or

To qualify under 1 or 2 above you must:

1. Have been discharged or released from active duty under honorable conditions; and
2. Make application within 15 years of discharge or release from service in the Armed Forces (408.235).

To qualify under 3 above you must:

3. Make application within 15 years of discharge or release from service in the Armed Forces (408.235).

You must attach a copy **of your DD214/DD215 form the following to your State Application Form.**

## **10 points (Disabled Veteran):**

To receive **10 points** you must be:

1. A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty; or
2. Entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
3. Awarded the Purple Heart for wounds received in combat.

**You must attach the following** to your State Application Form:

A copy of your DD214/DD215 form; and

A copy of your veterans' disability preference letter from the Department of Veterans' Affairs.

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For additional information on Veterans' Preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Refer to [Coding Examples](#) for assistance in coding applications with Veterans' Preference points and refer to the **APPL/CERT User Manual** for assistance in data entry.

- END -



## **RECRUITMENT MANUAL - CHAPTER C**

### **Applicant List Information**

#### **LISTS & APPOINTMENTS**

- Injured Worker
- Limited Duration
- Secondary Recall
  - ▶ SEIU
  - ▶ AFSCME
- Statewide Reemployment Layoff
- Statewide Transfer
- Temporary Appointments

#### **LIST MANAGEMENT**

- Cancel Lists
  - Batch Notices
  - 📄 210 Letter Samples
- Merge Lists

# INJURED WORKER LIST PROCEDURES

OARs [105-040-0020](#) & [105-040-0060](#) – [HRSD State Policy 50.020.03](#)

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The State of Oregon is committed to return employees with compensable work-related injuries/illnesses to an available and suitable position as soon as possible. The Statewide Injured Worker List is announcement **IW739999**.

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1. **AGENCY AT INJURY** - If you do not immediately have an available and suitable position, place the employee on the Injured Worker List for all suitable classifications at or within four salary ranges below the injured worker's current salary range for which the injured worker meets the minimum qualifications. For this purpose "entry level" classification shall mean the following classifications not requiring prior agency experience:
  - All limited competitive and noncompetitive appointment classifications;
  - All classifications defined as entry in their title;
  - Single level classifications; and
  - The first level of a classification series.

**NOTE:** 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 entry level.
2. **INJURED EMPLOYEE** - Complete an Employment Application (form PD100) and any required attachments (skills questionnaire, minimum qualifications supplements, etc) for the classification(s) for which they qualify. All sections must be completed as if applying for a regular position vacancy or open recruitment.
3. **AGENCY AT INJURY** - Ensures completion of PD100, including:
  - A. Complete last/current employer field giving agency name/number and representation code (class prefix/suffix). **Example:** Fairview, 30935, CW;
  - B. Confirm that geographic availability designation includes 35-mile commute (or length of previous commute, whichever is greater);
  - C. Evaluate employee's qualification for the classification;
  - D. Code the score, date, and initials in the designated boxes on the application form.
    - a. The "score" is QLF.
  - E. Data enter application(s) using announcement number of IW739999; and
  - F. Retain application(s) for required **Retention** period.
4. **ALL AGENCIES** – when filling all positions
  - A. Request a Certificate of Eligibles and use this list according to collective bargaining agreements. Refer to **Order of Lists** for additional information.
    - a. Use announcement number **IW739999**.
    - b. Request 999 names to make sure all names on the Injured Worker List appear on the certificate.
    - c. Consider candidates with the earliest date of injury first.
    - d. Disposition code the Certificate of Eligibles list in the same manner as other certificates. **NOTE: Any disposition code** that inactivates an employee's name from the Injured Worker list requires a call to the agency of record.
    - e. Data enter the disposition codes in the Appl/Cert system, J280 screen.

- If the injured worker fails to respond or if they decline the position, the agency's personnel office or designee shall notify the agency at injury and appropriately disposition code the Certificate of Eligibles List(s).

5. **AGENCY AT INJURY** - Remove the injured worker's name from the Injured Worker Lists when notified that the employee is no longer eligible for placement or retention on those lists ([HRSD State Policy 50.020.03](#)).

**NOTE:** An agency may request that HRSD Data Entry perform this step.

## INJURED WORKER WORKSHEET

| CLASS #      | CLASS TITLE |
|--------------|-------------|
|              |             |
|              |             |
|              |             |
| <b>NAME:</b> |             |

| CLASS #     | CLASS TITLE |
|-------------|-------------|
|             |             |
|             |             |
|             |             |
| <b>SSN:</b> |             |

### OFFICE USE ONLY

|   |  |                         |
|---|--|-------------------------|
| <b>SKILL CODES</b><br>See attached skill code sheet: ____ | <input type="checkbox"/> <b>ACCEPTED</b><br><input type="checkbox"/> <b>NOT ACCEPTED</b> _____ (Reason Code) |                         |
| Original Test Date  | Exam Date  | Data Entry and Reviewer |

| CLASS NO. | ANNOUNCEMENT NUMBER | EXAM NUMBER | RAW SCORE |   |   |   |   |   | VP | SC | FINAL |
|-----------|---------------------|-------------|-----------|---|---|---|---|---|----|----|-------|
|           |                     |             | 1         | 2 | 3 | 4 | 5 | 6 |    |    |       |
|           |                     |             |           |   |   |   |   |   |    |    |       |
|           |                     |             |           |   |   |   |   |   |    |    |       |
|           |                     |             |           |   |   |   |   |   |    |    |       |

- END -

# LIMITED DURATION APPOINTMENT

OAR 105-040-0040

I, \_\_\_\_\_ (*Appointee's Name*), acknowledge acceptance of a limited duration appointment as \_\_\_\_\_ (*Class Title*), Class # \_\_\_\_\_, Position # \_\_\_\_\_ in the Department of \_\_\_\_\_.

I will be paid monthly at Step \_\_\_\_\_, SR \_\_\_\_\_, for the classification of \_\_\_\_\_ (*Class Title*) in the sum of \$\_\_\_\_\_.

I understand my appointment begins \_\_\_\_\_ (*Date*) and shall end on \_\_\_\_\_ (*Date*).

Furthermore, I understand this appointment is contingent upon the availability of work and satisfactory performance, and that management retains the right to terminate this appointment at any time with two weeks notice.

I have been advised that this appointment does not establish layoff rights and that no guarantee exists to continue employment with the State of Oregon beyond the termination of my limited duration appointment.

I agree to the terms and conditions of the appointment as stated above.

\_\_\_\_\_  
Appointee  
\_\_\_\_\_  
Date

---

APPROVED BY:

\_\_\_\_\_  
Supervisor  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority  
\_\_\_\_\_  
Date

**LIMITED DURATION APPOINTMENT**  
**(S.E.I.U. Collective Bargaining Agreement)**

I, \_\_\_\_\_ (*Appointee's Name*), acknowledge acceptance of a limited duration appointment as \_\_\_\_\_ (*Class Title*), Class # \_\_\_\_\_, Position # \_\_\_\_\_ in the Department of \_\_\_\_\_. I will be paid monthly at Step \_\_\_\_\_, SR \_\_\_\_\_, for the classification of \_\_\_\_\_ (*Class Title*) in the sum of \$\_\_\_\_\_.  
I understand my appointment begins on \_\_\_\_\_ (*Date*) and shall end on \_\_\_\_\_ (*Date*).

The position you have been appointed to is subject to the following conditions:

- a) The appointment is of limited duration.
- b) The appointment may cease at any time.
- c) Persons who accept a limited duration appointment who were not formerly classified state employees shall have no layoff rights.
- d) Persons who accept a limited duration appointment who were formerly classified state employees are entitled to rights under the layoff procedure starting from the prior class within the new agency.
- e) In all other respects, limited duration appointees have all rights and privileges of other classified employees including but not limited to wages, benefits and union representation under the S.E.I.U. Collective Bargaining Agreement.

Additional information on Limited Duration appointments can be found in the S.E.I.U. Collective Bargaining Agreement.

\_\_\_\_\_  
Appointee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Appointing Authority Signature

\_\_\_\_\_  
Date

- END -

## SEIU SECONDARY RECALL PROCEDURES

Announcement Number SR739999

February 2003

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|                             |  |
|-----------------------------|--|
| <b>Applicability:</b>       | All employees represented by SEIU except employees who are laid off during initial trial service.  |
| <b>Reference</b>            | Article 70, Section 12 of the 2001-03 SEIU Collective Bargaining Agreement.  |
| <b>Term of Eligibility:</b> | Two years from the date of placement on the list or the termination of agreement, whichever occurs first.  |
| <b>Removal:</b>             | Employees are to be permanently removed from this list if they: <ul style="list-style-type: none"><li>a. Decline an offer of appointment (if the geographic area and the agency were selected by the laid off employee); or</li><li>b. Are appointed to another permanent position - even if trial service is not met.</li></ul> |

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1. **AGENCY - PROVIDES INFORMATION** about the Secondary Recall List to laid-off SEIU represented employees at the time of separation and/or with the exit interview packet. Information should include:
  - a. Employee may elect to be placed on the Secondary Recall list for the classification from which they were laid off, and as many:
    - (a) Geographic areas as they wish, consistent with the definitions of geographic areas for each agency listed in Articles 70.1, 70.2, 70.3, and 70.5 of the contract; and
    - (b) Agencies as they wish as long as the agency has SEIU positions in the same classifications that are covered under this Collective Bargaining Agreement.
      - (i) See Attachment #1 for list of Agencies.
      - (ii) See page 124 of the bargaining contract for a list of classifications
  - b. The employee's selected geographic areas and agencies may not be revised at a later date.
  - c. Employee must meet class MQs and any position-specific qualifications.
  - d. Employee may only decline positions that are **not**:
    - (a) In one of their selected geographic locations; or
    - (b) Not with one of their selected agencies.
  - e. Employee will be removed from the Secondary Recall List if:
    - (a) An offer of an appointment is declined; or
    - (b) Appointed to a position from the Secondary Recall List.
  - f. Employee shall serve a trial service period not to exceed three (3) months.
  - g. Employee is not entitled to moving expenses.
2. **EMPLOYEE SUBMITS COMPLETED** and signed Employment Application form PD100, including any required attachments (such as skill codes sheets) of the classification from which they were laid off, to the personnel office of the agency from which they were laid off. In addition, employee:
  - a. Identifies, in writing, the geographic areas in which they are willing to work; and
  - b. Using the agency numbers listed on the Agency Code Sheet (Attachment #2), identifies (in writing) all the agencies for which they are willing to work (may select as many as they wish).

3. **AGENCY VERIFIES** the class laid off from and enters that classification number along with announcement number SR739999 on the employee's application and:
  - a. Lists the number(s) of the agencies identified by employee on employee's application;
  - b. Makes sure applicable skill codes are listed in the employee's application materials;
  - c. Determines the seniority computation per Article 47.2 of CBA and enters the computation on the application;
  - d. Data enters employee's application record into APPL/CERT according to screen example provided in Attachment #3 and following instructions in the APPL/CERT User Manual. (Agencies without remote access may send applications to DAS/HRSD for input into the APPL/CERT system.)
    - (a) Key "OA" in the REPR field;
    - (b) Key "Y" in the SR field;
    - (c) Key up to three (3) agencies in AGY-AV (field 42). The APPL/CERT system can only accept three (3) agency codes. If more than three agencies are selected, the "Agency Availability" field on JAPI must be left blank when data entering the application. This results in the employee's name being certified to any agency within the geographic availability selections; therefore, it is **critical** to be careful when removing names from the list for declination. Just because their name was certified to a particular agency does not necessarily mean that the employee chose that agency on their application. If in question, check with the agency from which the employee was laid off.

### **USING AND MANAGING THE SEIU SECONDARY RECALL LIST**

1. After exhausting an Agency Layoff List, the Secondary Recall List shall be used.
  - a. Agency requests certification of the five (5) most senior employees
    - i) Laid off employees must meet the minimum qualifications for the classification and any special qualifications for the position.
    - ii) Agency shall offer appointment to one of the employees even if fewer than five names appear on the Certificate.
  - b. Agency dispositions the Certificate. Below are two commonly used codes. Refer to **Disposition Codes** for additional codes.
    - i) Appointed = Disposition code **A**
    - ii) Decline = Disposition code D7 (may not reactivate record)  
**NOTE:** Prior to removing a name for "decline", check with the layoff agency to be sure both the agency and the geographic area were selected by the employee and listed on the application.

**IMPORTANT:** Employees appointed to positions from the Secondary Recall List shall have their name removed from the Agency Layoff List as well as the Secondary Recall List.

## SEIU AGENCIES AND NUMBERS

| Agency No. | Agency Name   |
|------------|---|
| 10700      | Admin Services. Dept of   |
| 60300      | Agriculture, Dept of  |
| 10900      | Aviation, OR Dept. of   |
| 58500      | Blind, Commission for   |
| 58600      | Community College & Workforce Dev, Dept of  |
| 44000      | Consum & Bus Serv, Dept of  |
| 30938      | Eastern Oregon Psych Center   |
| 30939      | Eastern Ore Training Center   |
| 58100      | <b>Education, Dept of</b><br>School for the Blind<br>School for the Deaf  |
| 47100      | Employment Department   |
| 62200      | Fair and Exposition Center  |
| 62900      | Forestry Dept   |
| 83100      | <b>Health Licensing Offices:</b><br>Cosmetology, Bd of<br>Denture Technology, Bd of<br>Midwifery, Bd of<br>Sanitarians Registration Bd<br>Respiratory Therap Lic Bd<br>Body Piercing Lic Program<br>Electrol/Perm Color Adv Coun<br>Techs & Tattoo Artists<br>Hearing Aids, Adv Council on<br>Athletic Trainers, Bd of<br>Dentistry, Bd of<br>Massage Therapists, Bd of<br>Medical Examiners, Bd of |

| Agency No. | Agency Name  |
|------------|--|
| 83300      | <b>Health Related Lic Boards:</b><br>Mortuary and Cemetery Bd<br>Naturopathic Exam, Bd of<br>Nursing, Bd of<br>Occupational Therapy Lic Bd<br>Pharmacy, Board of<br>Psychologist Exam, Bd of<br>Radiologic Technology, Bd of<br>Speech Pathol & Audio, Bd of |
| 30936      | Hospital, Oregon State   |
| 41000      | Human Services, Dept of  |
| 13700      | Justice, Dept of   |
| 83900      | Labor and Industries, Bureau of  |
| 54300      | Library, Oregon State  |
| 29100      | Oregon State Correctional Inst.  |
| 57500      | Oregon Student Assist Com  |
| 41500      | <b>OYA Facilities</b><br>MacLaren and Camps<br>Hillcrest   |
| 73410      | Parks & Recreation Dept, OR  |
| 45900      | Pub Empl Retirement System   |
| 15000      | Revenue, Dept of   |
| 57500      | Student Assistance Comm  |
| 73000      | Transportation, Dept of  |
| 17000      | Treasury, Oregon State   |
| 27400      | Veterans Affairs, Dept of  |
| 69000      | Water Resources Dept   |
| 69100      | Watershed Enhancement Bd   |





## **SEIU SECONDARY RECALL LIST FREQUENTLY ASKED QUESTIONS**

*(from The Management Insight April 2002)*

The Secondary Recall list is limited to SEIU-represented employees and agencies. Also unique to the SEIU agreement are provisions granting regular status employees who are transferred outside of state government due to intergovernmental transfer the right to be listed on the Secondary Recall and Agency Layoff lists.

Please check your agency's labor contract before relying on the following information.

### **Q: What is the SEIU Secondary Recall list and how does an employee get on it?**

**A:** Unlike layoff lists, which are intra-agency, the SEIU Secondary Recall list is an inter-agency list which consists of regular status employees who have been separated from state service by layoff from SEIU represented positions. Inclusion on the list is by voluntary election. Placement on the Secondary Recall list is by geographic area, for SEIU represented agencies which utilize the same classification from which the employee in question was laid off. Employees placed on the list specify in writing the agencies and geographic areas of their choice. Recall from an agency layoff list takes precedence over recall from the Secondary Recall list. After exhaustion of an agency's layoff list for a specific classification within a geographic area, or if there is no such list, the Secondary Recall list must be used to fill all agency positions within the specific classification and geographic area, before the agency may use the other options set forth in the filling of vacancies article (for SEIU – Article 45). To be eligible for appointment, employees on the Secondary Recall list must meet the position's minimum and special qualifications. Designated individuals on the Secondary Recall list may also be given first preference for appointments to positions in order to ensure adequate numbers of protected class employees, based on the Affirmative Action Plan goals developed by the agency effecting the recall.

### **Q: How long may an employee remain on the Secondary Recall list?**

**A:** Up to two years from the date of placement on the list, or until appointed to a position from the Secondary Recall list or an agency layoff list.

### **Q: May an employee be listed on the Secondary Recall list as well as an agency layoff list?**

**A:** Yes.

### **Q: May an employee be hired from the Secondary Recall list if there is an active agency layoff list for the applicable classification and geographic area?**

**A:** No, unless all employees on the agency layoff list refuse or are not selected for the assignment.

### **Q: May an agency fill a position through open competition if there is only one person on the Secondary Recall list matching the position's geographic area and job classification?**

**A:** No, the position must be offered to the person appearing on the Secondary Recall list **unless** the employee does not meet the position's minimum **and special** qualifications.

### **Q: If an employee laid off from one agency accepts a job with another agency through the Secondary Recall list, would the employee still have recall rights to a vacancy which subsequently occurs in the employee's original agency?**

**A:** No. At the time of appointment from the Secondary Recall list, the employee's name is removed from the Secondary Recall list and from all Agency Layoff list(s).

**Q: What happens if an employee refuses an offer of recall from the Secondary Recall list?**

**A:** The employee's name is removed from the list.

**Q: Must an employee appointed to a position from the Secondary Recall list serve a new trial service?**

**A:** Yes. Such an employee must serve a trial service period not to exceed three full months.

**Q: What if the employee fails to successfully complete the trial service?**

**A:** The employee may not have their name restored to the Secondary Recall list. They may, however, have their name restored to the agency layoff lists on which they previously were included, for the remaining period of eligibility that existed at the time of the appointment from the Secondary Recall list.

**Q: Are employees appointed to positions from the Secondary Recall list entitled to moving expenses?**

**A:** No, even if the appointment is in a different geographic area.



STATE OF OREGON  
**SEIU Secondary Recall List Application**  
 For Laid Off SEIU-Represented Employees

|                           |             |  |                               |
|---------------------------|-------------|--|-------------------------------|
| SOCIAL SECURITY NUMBER:   |             | NUMBER and TITLE of CLASS LAID OFF FROM: |                               |
| NAME (LAST, FIRST, M.I.): |             | WORKING TITLE:                           |                               |
| MAILING ADDRESS:          |             | CLASS NUMBER:                            |                               |
| CITY, STATE, ZIP CODE:    |             | ANNOUNCEMENT NUMBER:<br><b>SR739999</b>  | OREGON DRIVER LICENSE NUMBER: |
| HOME PHONE:               | WORK PHONE: | MESSAGE (IF DIFFERENT):                  |                               |
| AGENCY LAID OFF FROM:     |             | CITY AND STATE:                          |                               |

**AFFIRMATIVE ACTION**

SEX:  MALE  FEMALE RACE/ETHNICITY:  (A)  (B)  (H)  (I)  (W)

**STATUS**

Permanent Full-Time (PF)  Permanent Part-Time (PP)  Seasonal (S)

**GEOGRAPHIC LOCATIONS**

|  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> (ANY) ANYWHERE      | <input type="checkbox"/> (27A) DALLAS                 | <input type="checkbox"/> (03H) LAKE OSWEGO      | <input type="checkbox"/> (07A) PRINEVILLE  |
| <input type="checkbox"/> (22A) ALABANY       | <input type="checkbox"/> (32A) ENTERPRISE             | <input type="checkbox"/> (19A) LAKEVIEW         | <input type="checkbox"/> (10I) ROSEBURG    |
| <input type="checkbox"/> (11A) ARLINGTON     | <input type="checkbox"/> (20D) EUGENE                 | <input type="checkbox"/> (22E) LEBANON          | <input type="checkbox"/> (05F) ST. HELENS  |
| <input type="checkbox"/> (15A) ASHLAND       | <input type="checkbox"/> (01) FAREWELL BEND           | <input type="checkbox"/> (16B) MADRAS           | <input type="checkbox"/> (24M) SALEM       |
| <input type="checkbox"/> (04A) ASTORIA       | <input type="checkbox"/> (20E) FLORENCE               | <input type="checkbox"/> (03) MARYLHURST        | <input type="checkbox"/> (09C) SISTERS     |
| <input type="checkbox"/> (01A) BAKER         | <input type="checkbox"/> (03D) GLADSTONE              | <input type="checkbox"/> (36F) McMINNVILLE      | <input type="checkbox"/> (20H) SPRINGFIELD |
| <input type="checkbox"/> (34B) BEAVERTON     | <input type="checkbox"/> (08B) GOLD BEACH             | <input type="checkbox"/> (15G) MEDFORD          | <input type="checkbox"/> (33G) THE DALLES  |
| <input type="checkbox"/> (09A) ABEND         | <input type="checkbox"/> (17B) GRANTS PASS            | <input type="checkbox"/> (30G) MILTON-FREEWATER | <input type="checkbox"/> (34) TIGARD       |
| <input type="checkbox"/> (25A) BOARDMAN      | <input type="checkbox"/> (26B) GRESHAM                | <input type="checkbox"/> (03E) MILWAUKIE        | <input type="checkbox"/> (29F) TILLAMOOK   |
| <input type="checkbox"/> (13A) BURNS         | <input type="checkbox"/> (30F) HERMISTON              | <input type="checkbox"/> (27D) MONMOUTH         | <input type="checkbox"/> (30K) UMATILLA    |
| <input type="checkbox"/> (14A) CASCADE LOCKS | <input type="checkbox"/> (34F) HILLSBORO              | <input type="checkbox"/> (21B) NEWPORT          | <input type="checkbox"/> (03K) WILSONVILLE |
| <input type="checkbox"/> (11B) CONDON        | <input type="checkbox"/> (14B) HOOD RIVER             | <input type="checkbox"/> (23D) ONTARIO          | <input type="checkbox"/> (24S) WOODBURN    |
| <input type="checkbox"/> (06B) COOS BAY      | <input type="checkbox"/> (12E) JOHN DAY               | <input type="checkbox"/> (03G) OREGON CITY      | <input type="checkbox"/> OTHER:            |
| <input type="checkbox"/> (02A) CORVALLIS     | <input type="checkbox"/> (18C) KLAMATH FALLS          | <input type="checkbox"/> (30H) PENDLETON        |  |
| <input type="checkbox"/> (20B) COTTAGE GROVE | <input type="checkbox"/> (31 <sup>5</sup> ) LA GRANDE | <input type="checkbox"/> (26C) PORTLAND         |  |

**AGENCIES (Select the Agencies for Which You are Willing to Work)**

|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| 10700 | 29100 | 44000 | 58100 | 69000 | 83900 |
| 10900 | 30936 | 45900 | 58500 | 69100 |       |
| 13700 | 30938 | 47100 | 58600 | 73000 |       |
| 15000 | 30939 | 54300 | 60300 | 73410 |       |
| 17000 | 41000 | 57500 | 62200 | 83100 |       |
| 27400 | 41500 | 57500 | 62900 | 83300 |       |

**OFFICE USE ONLY**

|  |                             |  |
|--|-----------------------------|--|
| SKILL CODES (SEE ATTACHED SKILL CODE SHEET) <input type="checkbox"/> | EXAM DATE (DATE OF LAYOFF): | EXPIRATION DATE (2 yrs from date of layoff):   |
|  | <b>CLASS NUMBER:</b>        | <b>ANNOUNCEMENT NUMBER:</b><br><b>SR739999</b>   |
| Employee Signature _____   | Date _____                  | Seniority Computation _____<br>(SERVICE CREDITS to be entered in APPL/CERT field 54 of JAPI) |
| Personnel Officer Signature _____                                    | Date _____                  |  |

# AFSCME SECONDARY RECALL PROCEDURES

Announcement Number SR739999

September 2003

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|                             |  |
|-----------------------------|--|
| <b>Applicability:</b>       | All classified AFSCME represented employees who have completed initial trial service and have separated from service in good standing due to layoff.<br><b>Exception:</b> Oregon Association of Justices Attorneys (OAJA) employees.   |
| <b>Reference</b>            | The Secondary Recall provision of each 2003-2005 AFSCME Collective Bargaining Agreement.   |
| <b>Term of Eligibility:</b> | Two years from the date of layoff.   |
| <b>Removal:</b>             | a. Employees shall be permanently removed from this list if they decline an offer of appointment to a position in a selected geographic area by an agency selected by the employee.<br><b>Exception:</b> Employees laid off from a day shift position may refuse an offer of a swing- or night-shift position.<br>b. Employees appointed to positions from the Secondary Recall List shall have their names removed from Agency Layoff List(s) as well as the Secondary Recall List. |
| <b>Restoration</b>          | Refer to your AFSCME Collective Bargaining Agreement.  |
| <b>Trial Service</b>        | Three months unless hired into the Offender Information & Sentence Unit as Prison Term Analyst (PTA), in which case employee shall serve a trial service period consistent with the Department of Corrections agreement.   |

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- AGENCY PROVIDES INFORMATION** to laid-off AFSCME represented employee about the Secondary Recall List at the time of separation and/or with the exit interview packet. Information should include:
  - Eligible employees may elect to be placed on the Secondary Recall list for the classification from which they were laid off, and may select as many:
    - Geographic areas as they wish; and
    - Agencies as they wish as long as the agency has positions represented by AFSCME in the same classifications that are covered under these Collective Bargaining Agreements. (See Attachment #1 for list of Agencies covered under the agreement.)
  - The employee's selected geographic areas and agencies may not be revised at a later date.
  - Employee must meet class MQs and position-specific qualifications.
  - Employee is not entitled to moving expenses.
- AGENCY VERIFIES** the class from which laid off and enters that classification number along with announcement number SR739999 on a Secondary Recall Employment Application.
- EMPLOYEE COMPLETES** the AFSCME Secondary Recall application, including:
  - Any attachments required of the classification from which they were laid off (i.e. skill code sheets);
  - Identified geographic areas in which they are willing to work; and
  - A list of the eligible AFSCME bargaining units for which they are willing to work.
- EMPLOYEE SUBMITS** their application materials to the personnel office of the agency from which they were laid off.

## 5. AGENCY

- a. **Code employee's Secondary Recall application** with:
  - (i) The agency number(s) of the agencies identified by employee;
  - (ii) Applicable skill codes identified by employee; and
  - (iii) Employee's service credits. Seniority computation will be in accordance with the layoff provision of the contract that covers the employee's position.
- b. **Data enter employee's application record into APPL/CERT** according to screen example provided in Attachment #3 and following instructions in the APPL/CERT User Manual. (Agencies without remote access may send applications to DAS/HRSD for input into the APPL/CERT system.)
  - (a) Key "AF" in the REPR field;
  - (b) Key "Y" in the SR field;
  - (c) Key up to three (3) agencies in AGY-AV (field 42). The APPL/CERT system can only accept three (3) agency codes. If more than three agencies are selected by the employee, the "Agency Availability" field on JAPI must be left blank when data entering the application. This results in the employee's name being certified to any agency within the geographic availability selections; therefore, it is **critical** to be careful when removing names from the list for declination. Just because their name was certified to a particular agency does not necessarily mean that the employee chose that agency on their application. If in question, check with the agency from which the employee was laid off.

## USING AND MANAGING THE SECONDARY RECALL LIST

1. After exhausting an Agency Layoff List, the Secondary Recall List shall be used.
  - a. Agency requests certification of the five (5) most senior employees.
    - i) Laid off employees must meet the minimum qualifications for the classification and any special qualifications of the position.
    - ii) Agency shall offer appointment to one of the employees even if fewer than five names appear on the Certificate.
  - b. Agency dispositions the Certificate. Below are two commonly used codes. Refer to **Disposition Codes** for additional codes.
    - i) Appointed = Disposition code **A**
    - ii) Decline = Disposition code D7 (record cannot be reactivated)  
**NOTE:** Prior to removing a name for "decline", check with the layoff agency to be sure:
      - a. the agency and geographic area were selected by the employee and listed on the application; and
      - b. the employee did not decline a shift swing- or night-shift when laid off from a day-shift position.
  - c. If employee is appointed to a position from the Secondary Recall List, agency removes employee's name from the Secondary Recall List and:
    - i. If employee was laid off from their agency, removes employee's name from their Agency Layoff List; or
    - ii. If employee was laid off from another agency, contact the lay-off agency so they can remove the employee's name from their Agency Layoff List.

## AFSCME AGENCIES AND NUMBERS

| AGENCY No. | REPR CODE          | AGENCY NAME   |
|------------|--------------------|---|
| 91500      | AB                 | Construction Contractors Board  |
| 44000      | AT                 | Building Codes Div of DCBS  |
| 29100      | AE<br>AAOS<br>AAON | Corrections, Dept. of<br><ul style="list-style-type: none"> <li>▶ Dentists</li> <li>▶ Security</li> <li>▶ Non-Security</li> </ul>                               |
| 47100      | AW                 | Employment Department   |
| 34000      | AD                 | Environmental Quality, Dept. of   |
| 10000      | AMP<br>AMH<br>AMG  | Programs of DHS:<br><ul style="list-style-type: none"> <li>▶ Doctors</li> <li>▶ Hospital, Oregon State</li> <li>▶ SOCP (Group Homes)</li> </ul>                 |
| 66000      | AG                 | Land Conservation & Development   |
| 24800      | AU                 | Military Department   |
| 84500      | AL                 | Oregon Liquor Control Com.  |
| 41500      | ACC                | Oregon Youth Authority  |
| 25500      | AP                 | Parole, Board of  |
| 25900      | AS; AST            | Public Safety Stds & Trng, Dept. of   |
| 25700      | AO<br>AF           | State Police (Divisions of):<br><ul style="list-style-type: none"> <li>▶ Emergency Management</li> <li>▶ Support Unit</li> <li>▶ State Fire Marshall</li> </ul> |
| 91900      | AR                 | Real Estate Agency  |
| 14100      | AX                 | State Lands, Division of  |

|          |  |          |  |       |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
|----------|--|----------|--|-------|--|---------------|--|------------|--|-------------|--|--------|--|--|--|--|--|--|--|
| JAPI     |  |          |  |       |  |               |  |            |  | PAGE 1 OF 1 |  |        |  |  |  |  |  |  |  |
| NAME:    |  | ADDR:    |  |       |  | CNTY:         |  |            |  |             |  |        |  |  |  |  |  |  |  |
| CITY:    |  | ST:      |  | ZIP:  |  | TEL:          |  |            |  |             |  |        |  |  |  |  |  |  |  |
| LIC#:    |  | LST:     |  | EMP:  |  | CNTCT:        |  |            |  |             |  |        |  |  |  |  |  |  |  |
| VP: DOE: |  | DOD:     |  | VPEL: |  | SEX:          |  | DOB:       |  | ETH:        |  |        |  |  |  |  |  |  |  |
| ED:      |  |          |  |       |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
| EAGY:    |  | CAPDT:   |  | LEFF: |  | ADCHNG:       |  | WRNGAD:    |  |             |  |        |  |  |  |  |  |  |  |
| CLASS#:  |  | ANCMT#:  |  |       |  | REF-CD:       |  | CANCEL-DT: |  |             |  |        |  |  |  |  |  |  |  |
| CLASS:   |  |          |  | OPT:  |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
| STATUS:  |  | DUR:     |  | TYPE: |  | EL-DT:        |  | AV-DT:     |  | RNEW-DT:    |  |        |  |  |  |  |  |  |  |
| GEO-AV:  |  |          |  |       |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
|          |  |          |  |       |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
|          |  |          |  |       |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
|          |  | GEO-EX   |  |       |  | AGY-AV:       |  |            |  | AGY-EX      |  |        |  |  |  |  |  |  |  |
| CL-SK:   |  |          |  |       |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
|          |  |          |  |       |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
|          |  |          |  |       |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
|          |  |          |  |       |  |               |  |            |  |             |  |        |  |  |  |  |  |  |  |
|          |  | ORGTEST: |  |       |  | EXAM-DT:      |  |            |  | EXPIR-DT:   |  |        |  |  |  |  |  |  |  |
| BCH1:    |  | AP-REC:  |  | AC:   |  | RJ:           |  | REPR: A    |  | LOAGY:      |  | SRVCR: |  |  |  |  |  |  |  |
| EXAM:    |  | RAW:     |  |       |  |               |  | RTAKE:     |  | VP:         |  | SR: Y  |  |  |  |  |  |  |  |
| EXAM:    |  | RAW:     |  |       |  |               |  | RTAKE:     |  | SCR-CD:     |  | FINAL: |  |  |  |  |  |  |  |
| BCH2:    |  | NARR:    |  |       |  | LEFF: NOTICE: |  | CAP-DT:    |  | ACT:        |  |        |  |  |  |  |  |  |  |

**NOTE:** Shaded fields must be keyed. For complete data entry information, see the JAPI section of the APPL/CERT User Manual.

**SERVICE CREDITS**  
 This is a 5-digit field (ie: 00000) to capture number of months of service. Service credits are keyed without a decimal, but the system generates a decimal when printing the grade notice.  
**Examples:**

- If employee has worked 3 ½ months, enter 00350
- For 5 ¾ years, enter 06075



## **AFSCME SECONDARY RECALL LIST FREQUENTLY ASKED QUESTIONS**

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The AFSCME Secondary Recall list is limited to AFSCME-represented employees laid off after the effective date of the 2003-05 agreements.

Please check your agency's bargaining agreement before relying on the following information.

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**Q: What is the AFSCME Secondary Recall list and how does an employee get on it?**

**A:** Unlike layoff lists, which are intra-agency, the AFSCME Secondary Recall list is an inter-agency list which consists of regular status employees who have been separated from state service by layoff from AFSCME-represented positions. Inclusion on the list is by voluntary election. Placement on the AFSCME Secondary Recall list is by cities chosen by the employee, for AFSCME Bargaining Units that utilize the same classification from which the employee in question was laid off. Employees placed on the list identify in writing the agencies and cities of their choice. Recall from an agency layoff list takes precedence over recall from the AFSCME Secondary Recall list. After exhaustion of an agency's layoff list for a specific classification within a geographic area, or if there is no such list, the AFSCME Secondary Recall list must be used to fill all agency bargaining unit positions within the specific classification and city, before the agency may use the other options set forth in the filling of vacancies. To be eligible for appointment, employees on the AFSCME Secondary Recall list must meet the position's minimum and special qualifications.

**Q: How long may an employee remain on the AFSCME Secondary Recall list?**

**A:** Up to two years from the date of layoff, or until offered a suitable position from the AFSCME Secondary Recall list or an agency layoff list, whichever comes first.

**Q: May an employee be listed on the AFSCME Secondary Recall list as well as an agency layoff list?**

**A:** Yes. Provided they were in good standing (no record of economic Disciplinary sanctions) at the time of layoff.

**Q: May an employee be hired from the AFSCME Secondary Recall list if there is an active agency layoff list for the applicable classification and geographic area?**

**A:** No, unless all employees on the agency layoff list refuse or do not meet the minimum and special qualifications for the position.

**Q: May an agency fill a position through open competition if there is only one person on the AFSCME Secondary Recall list matching the position's location and job classification?**

**A:** No, the position must be offered to the person appearing on the AFSCME Secondary Recall list unless the employee does not meet the position's minimum and special qualifications.

**Q: If an employee laid off from one agency accepts a job with another agency through the AFSCME Secondary Recall list, would the employee still have recall rights to a vacancy which subsequently occurs in the employee's original agency?**

**A:** No. At the time of appointment from the AFSCME Secondary Recall list, the employee's name is removed from the AFSCME Secondary Recall list and from all Agency Layoff list(s).

**Q: What happens if an employee refuses an offer of recall from the AFSCME Secondary Recall list?**

**A:** The employee's name is removed from the list unless they had been a day shift employee and the job offered was a swing or night shift position.

**Q: Must an employee appointed to a position from the AFSCME Secondary Recall list serve a new trial service?**

**A:** Yes. Such an employee must serve a trial service period not to exceed three full months,  
**Exception:** Employees hired into the Department of Corrections Offender Information and Sentence Unit as Prison Term Analyst (PTA) shall serve a trial service period consistent with the Department of Corrections agreement.

**Q: What if the employee fails to successfully complete the trial service?**

**A:** The employee may not have their name restored to the AFSCME Secondary Recall list. However, they may have their name restored to any agency layoff list(s) (on which they were previously included) for the remaining period of eligibility that existed at the time they were inactivated due to the appointment from the AFSCME Secondary Recall list.

**Q: Are employees appointed to positions from the AFSCME Secondary Recall list entitled to moving expenses?**

**A:** No, even if the appointment is in a different geographic area.



STATE OF OREGON  
**AFSCME Secondary Recall List Application**  
 For Eligible Laid Off AFSCME-Represented Employees

|                           |             |  |                               |
|---------------------------|-------------|--|-------------------------------|
| SOCIAL SECURITY NUMBER:   |             | NUMBER and TITLE of CLASS LAID OFF FROM: |                               |
| NAME (LAST, FIRST, M.I.): |             | WORKING TITLE:                           |                               |
| MAILING ADDRESS:          |             | CLASS NUMBER:                            |                               |
| CITY, STATE, ZIP CODE:    |             | ANNOUNCEMENT NUMBER:<br><b>SR739999</b>  | OREGON DRIVER LICENSE NUMBER: |
| HOME PHONE:               | WORK PHONE: | MESSAGE (IF DIFFERENT):                  |                               |
| AGENCY LAID OFF FROM:     |             | CITY AND STATE:                          |                               |

**AFFIRMATIVE ACTION**

SEX:  MALE  FEMALE RACE/ETHNICITY:  (A)  (B)  (H)  (I)  (W)

**STATUS**

Permanent Full-Time (PF)  Permanent Part-Time (PP)  Seasonal (S)

**GEOGRAPHIC LOCATIONS**

|  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> (ANY) ANYWHERE      | <input type="checkbox"/> (27A) DALLAS                 | <input type="checkbox"/> (03H) LAKE OSWEGO      | <input type="checkbox"/> (07A) PRINEVILLE  |
| <input type="checkbox"/> (22A) ALABANY       | <input type="checkbox"/> (32A) ENTERPRISE             | <input type="checkbox"/> (19A) LAKEVIEW         | <input type="checkbox"/> (10I) ROSEBURG    |
| <input type="checkbox"/> (11A) ARLINGTON     | <input type="checkbox"/> (20D) EUGENE                 | <input type="checkbox"/> (22E) LEBANON          | <input type="checkbox"/> (05F) ST. HELENS  |
| <input type="checkbox"/> (15A) ASHLAND       | <input type="checkbox"/> (01) FAREWELL BEND           | <input type="checkbox"/> (16B) MADRAS           | <input type="checkbox"/> (24M) SALEM       |
| <input type="checkbox"/> (04A) ASTORIA       | <input type="checkbox"/> (20E) FLORENCE               | <input type="checkbox"/> (03) MARYLHURST        | <input type="checkbox"/> (09C) SISTERS     |
| <input type="checkbox"/> (01A) BAKER         | <input type="checkbox"/> (03D) GLADSTONE              | <input type="checkbox"/> (36F) McMINNVILLE      | <input type="checkbox"/> (20H) SPRINGFIELD |
| <input type="checkbox"/> (34B) BEAVERTON     | <input type="checkbox"/> (08B) GOLD BEACH             | <input type="checkbox"/> (15G) MEDFORD          | <input type="checkbox"/> (33G) THE DALLES  |
| <input type="checkbox"/> (09A) ABEND         | <input type="checkbox"/> (17B) GRANTS PASS            | <input type="checkbox"/> (30G) MILTON-FREEWATER | <input type="checkbox"/> (34) TIGARD       |
| <input type="checkbox"/> (25A) BOARDMAN      | <input type="checkbox"/> (26B) GRESHAM                | <input type="checkbox"/> (03E) MILWAUKIE        | <input type="checkbox"/> (29F) TILLAMOOK   |
| <input type="checkbox"/> (13A) BURNS         | <input type="checkbox"/> (30F) HERMISTON              | <input type="checkbox"/> (27D) MONMOUTH         | <input type="checkbox"/> (30K) UMATILLA    |
| <input type="checkbox"/> (14A) CASCADE LOCKS | <input type="checkbox"/> (34F) HILLSBORO              | <input type="checkbox"/> (21B) NEWPORT          | <input type="checkbox"/> (03K) WILSONVILLE |
| <input type="checkbox"/> (11B) CONDON        | <input type="checkbox"/> (14B) HOOD RIVER             | <input type="checkbox"/> (23D) ONTARIO          | <input type="checkbox"/> (24S) WOODBURN    |
| <input type="checkbox"/> (06B) COOS BAY      | <input type="checkbox"/> (12E) JOHN DAY               | <input type="checkbox"/> (03G) OREGON CITY      | <input type="checkbox"/> OTHER:            |
| <input type="checkbox"/> (02A) CORVALLIS     | <input type="checkbox"/> (18C) KLAMATH FALLS          | <input type="checkbox"/> (30H) PENDLETON        |  |
| <input type="checkbox"/> (20B) COTTAGE GROVE | <input type="checkbox"/> (31 <sup>5</sup> ) LA GRANDE | <input type="checkbox"/> (26C) PORTLAND         |  |

**AGENCIES (Select the Agencies for Which You are Willing to Work)**

|                     |                     |                      |                        |
|---------------------|---------------------|----------------------|------------------------|
| 44000 Bldg Codes    | 29100 DOC Dentists  | 24800 Military       | 91900 Real Estate      |
| 91500 Const Cont Br | 29100 DOC Non-Secur | 84500 OLCC           | 25700 St Fire Marshall |
| 34000 DEQ           | 29100 DOC Security  | 25700 OSP/OEM        | 14100 State Lands      |
| 10000 DHS/Doctors   | 25900 DPSST         | 25700 OSP/Support    |                        |
| 10000 DHS/OSH       | 47100 Employment    | 41500 OYA            |                        |
| 10000 DHS/SOCP      | 66000 LCDC          | 25500 Parole, Brd of |                        |

**OFFICE USE ONLY**

|  |                             |   |
|--|-----------------------------|---|
| SKILL CODES - See attached skill code sheet <input type="checkbox"/> | EXAM DATE (DATE OF LAYOFF): | EXPIRATION DATE (2 yrs from date of layoff):  |
|  | <b>CLASS NUMBER:</b>        | <b>ANNOUNCEMENT NUMBER:</b><br><b>SR739999</b>  |
| Employee Signature _____   | Date _____                  | Seniority Computation ((SERVICE CREDITS)<br>To be entered in APPL/CERT field 54 of JAPI |
| Personnel Officer Signature _____                                    | Date _____                  |   |

# STATEWIDE REEMPLOYMENT LAYOFF LIST PROCEDURES

OARs 105-040-0020, 105-040-0080 - HRSD State Policies 40.055.05, 50.025.01

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The Statewide Reemployment Layoff list assists employees in gaining a position at the same, equal or lower classification from which they were laid off. The employee must meet the minimum qualifications of the class and the term of eligibility shall not be longer than: **a)** two years from the date of layoff or **b)** when the employee accepts a position and is returned to work (other than temporary work).

Employees eligible for the Statewide Reemployment Layoff list retain eligibility during employment as a temporary employee, but not if they accept a limited duration position.

**ELIGIBLE EMPLOYEES:** Classified unrepresented, management service, and executive service employees who have completed initial trial service and separated from State service due to reduction in force. Reference **105-040-0020(1)(c)** and **HRSD State Policy 40.055.05(2)**

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## PROCEDURES

### EMPLOYEE

- a. Complete all sections of an Employment Application (form PD100) along with any required attachments (skill code sheet, MQ supplement, etc).
  - Specify "Reemployment Layoff" in the "Job Applied For" section along with the classification number and classification title.
- b. Complete a separate application for each classification.
  - Classification must be the same, equal, or lower level as the classification from which laid off.
  - Employee must meet minimum qualifications.
- c. Submit application materials to the human resource office of the agency from which laid off.

### AGENCY

- d. Evaluate employee's qualifications for the requested classification.
- e. Code the graded and/or rejected applications (date and initial in the designated boxes).
- f. Data enter applications using the classification number requested by the employee and the announcement number RL739999. A grade/reject notice will be computer generated and mailed to the employee's home address.
  - Enter skill code "RLO" along with any other applicable skill codes;
  - Enter final score of 100;
  - Key expiration date (2 years from the date of layoff); and
  - For classifications that have both classified and management service positions, key applications on both "C" and "X" classification lists.
- g. Retain application(s) for two years. Refer to **Retention** in Chapter E.

**NOTE:** Non-remote access agencies may request assistance from DAS/HRSD Data Entry. Contact your DAS/HRSD Recruitment Specialist for procedure clarification.

For assistance on determining when candidates on the Statewide Reemployment Layoff list may be considered, refer to **Order of Lists**.

# STATEWIDE TRANSFER LIST PROCEDURES

## HRSD State Policy 40.045.01

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### PURPOSE

To assist current permanent employees (not temporary) obtain transfer to a position for which qualified at the same, equal, or lower salary range. It is also used to allow employees who have been targeted for layoff the opportunity to be considered for positions in different classifications, geographic locations, and agencies consistent with reemployment eligibility.

Qualified applicants may submit their application for the Transfer list to DAS/HRSD Recruitment or directly to an agency human resource office.

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### PROCEDURES

1. **Employee** completes all sections of an Employment Application (form PD100), including any required skill code or minimum qualifications supplement, as if applying for a regular position vacancy or open recruitment and:
  - A. Specifies "Transfer List" in the "Job Applied For" box along with the class number and class title; and
  - B. Enters TR739999 as the announcement number.
2. **Employee** submits completed application(s) to their agency personnel office and retains a copy for their records.
3. **Employing agency** evaluates employee's qualifications for the requested classification.
4. **Employing agency** codes, dates, and initials the application in the designated boxes in the "Office Use Only" section.

Contact your HRSD Recruitment Specialist for assistance in interpreting the minimum qualifications and/or coding the application.
5. **Employing agency** data enters the applications. Contact HRSD Data Entry at 503-378-2827 for assistance.

A grade notice will be computer generated and mailed to the employee.
6. **Employing agency** retains the applications for two years. Refer to Chapter E, [Retention](#) section.

## USING TRANSFER LISTS

1. Pull a TR Certificate of Eligibles, ensuring use of TR list does not circumvent collective bargaining agreements or rule/policy provisions requiring prior use of Injured Worker, Agency Layoff, Secondary Recall, or Statewide Reemployment layoff lists.
2. Contact and interview TR candidates along with other appropriate candidates; select a candidate to fill the position.
3. Disposition code the TR Certificate in the same manner as other certificates.
4. Data enter the disposition codes into the Appl/Cert system.

**NOTE:** Non-remote access agencies may request HRSD Data Entry to perform APPL/CERT functions.

- END -

# TEMPORARY APPOINTMENTS

OAR 105-040-0040 – HRSD State Policy 40.025.01 - ORS 240.309

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HRSD encourages agencies to apply a competitive process when initially appointing a temporary or job rotation employee. HRSD suggests that agencies create an interview pool of at least 3-5 candidates. This process ensures fairness - especially if you later apply the “write-in” procedure to consider a temporary or job rotation employee when filling a permanent job via Random Certification. Refer to [Random, Temporary Employee Write-in Procedures](#).

**NOTE:** This information is not applicable to positions represented by a collective bargaining agreement. For these positions, refer to your bargaining agreement and/or DAS Labor Relations.

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Temporary appointments may be considered when:

- An emergency, non-recurring, or short-term workload or project need exists; and
- An existing budgeted part-time or full-time permanent, seasonal, or limited duration position is not available or appropriate.

**NOTE:** An agency must first offer the opportunity to persons on applicable agency layoff lists who meet the minimum qualifications for the position. If no qualified person is on the layoff list(s), the agency may proceed by using other recruitment resources.

The following are examples of various sources available for creating a candidate pool.

- For general list classifications: request an “Info List” from APPL/CERT using the TMP skill code along with other skill codes appropriate for the position to be filled (NOTE: Applicants applying for regular recruitments receive the TMP skill code when circling “YES” on the PD100 application indicating they are “willing to work temporary assignment”);
- Contact the HIRE system;
- Contact a State approved temporary job placement agency in your area;
- Advertise via job announcement, newspaper advertisement, targeted referrals, etc.

Use of the Temporary policy and procedures should encourage equal opportunity and be consistent with your agency’s Affirmative Action Plan and policies.

A temporary employee shall not work beyond the equivalent of 6 months (1040 hours) in a 12-month period unless approved for extension by DAS/HRSD. See **HRSD State Policy 40.025.01** regarding extending temporary appointments.

The agency shall provide written notice to the employee at the time of appointment. The notice shall include:

- Conditions of appointment;
- Duration of appointment; and
- Notification that the appointment may end at any time at the discretion of the agency.

See sample [Conditions of Temporary Employment Form](#) (PD412).

- END -

# CONDITIONS OF TEMPORARY EMPLOYMENT

## FORM PD412

When making a Temporary Appointment, this form is to be completed, signed and dated, with a copy provided to the employee and a copy placed in the employee personnel file.

Temporary Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

You have been hired as a:  full-time  part-time temporary employee as: (enter Classification Title and Temporary Position Number) \_\_\_\_\_ in the \_\_\_\_\_ unit \_\_\_\_\_ (Agency Name).

This Temporary Appointment is in accordance with the following statutory provisions and is effective as indicated:

- Filling in behind a permanent, seasonal, intermittent or limited duration employee during an approved leave. This assignment will begin on \_\_\_\_\_ and end upon the return of the employee on approved leave. The expected date of completion is: \_\_\_\_\_
- To meet an emergency, nonrecurring, or short-term workload need. This assignment will begin on \_\_\_\_\_ and is expected to end on \_\_\_\_\_, or upon completion of the workload for which you were hired (not to exceed six calendar months).
- Department of Justice student law clerk for a period not to exceed 24 months. This assignment will begin on \_\_\_\_\_ and is expected to end on \_\_\_\_\_.
- Student intern enrolled in high school or is under 19 years of age and is in training to receive a GED certificate. This assignment will begin on: \_\_\_\_\_ and is expected to end on: \_\_\_\_\_.

This is an  unrepresented or  SEIU-represented Temporary Appointment. (*Review applicable collective bargaining agreement if represented.*)

You will be notified if your termination date is earlier than the above date. This appointment shall not be effective in any event after \_\_\_\_\_ (six-month date). You may be terminated at any time at the discretion of the appointing authority.

Your temporary appointment in no way implies or assures a subsequent appointment to any permanent, seasonal or limited duration position with \_\_\_\_\_ (Agency Name).

As a temporary employee, you **are NOT eligible** for:

- Position reclassification or transfer
- Agency promotional examination
- Regularly scheduled salary increases
- State medical, dental or insurance benefits
- Regular status
- Layoff rights
- Vacation Leave
- Sick Leave
- Personal Leave
- Holiday pay

Since you are not eligible for vacation, sick, personal leave or holiday pay, any time away from your job must, unless otherwise provided by **HRSD State Policy 20.005.20**, Fair Labor Standards Act, be taken as leave without pay.

In accordance with Section (1)(h) of **HRSD State Policy 40.025.01**, Temporary Appointments, you have the right to file a written complaint with the Employment Relations Board if you believe that the terms and conditions of your temporary employment in any way violate **ORS 240.309**. The written complaint must be filed with the Employment Relations Board within 30 days after you knew or should have known of the alleged violation. For SEIU-represented temporary employees, grievances alleging violations of ORS 240.309 may be submitted only by the Union, directly to the Department of Administrative Services level for full and final review.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor or Appointing Authority Signature)

\_\_\_\_\_  
Date)

# REQUEST TO EXTEND A TEMPORARY APPOINTMENT

## PD 412A

[Mail or fax (503-373-7684) to DAS/HRSD with the original PD412 attached]

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- (1) Agency Name and Number: \_\_\_\_\_  
Division/Section: \_\_\_\_\_
- (2) Name of Temporary Appointee: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_
- (3) Temporary Position Number/Reference Number: \_\_\_\_\_
- (4) Working as Representation code/Classification Number: \_\_\_\_\_
- (5) Working as Class Title: \_\_\_\_\_
- (6) Is this an OPEU-represented employee? \_\_\_\_\_ yes \_\_\_\_\_ no
- (7) Date of Temporary Appointment from original PD 412: \_\_\_\_\_
- (8) This Temporary Appointment was made in accordance with one of the following statutory provisions:
- Filling in behind a permanent, seasonal, intermittent, or limited duration employee during an approved leave.
  - To meet an emergency, nonrecurring, or short-term workload need.
  - Department of Justice student law clerk for a period not to exceed 24 months.
  - Student intern enrolled in high school or is under 19 years of age and is in training to receive a GED certificate.
- (9) Request Extension until (month/day/year): \_\_\_\_\_.
- (10) Reason(s) for Extending Temporary Appointment:
- a. The original emergency (same workload need) continues to exist and there is no other reasonable means to meet the emergency as identified in HRSD State Policy 40.025.01. Explain how the workload continues to be an emergency (unanticipated) and why other alternatives are not appropriate.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. The temporary employee is part-time and has not worked for the State the equivalent of six calendar months (1,040 hours) in previous 12 months.
    - i. List number of hours worked to date in this temporary appointment: \_\_\_\_\_.
  - c. Temporary appointment was made to fill in behind an employee on approved leave and employee on leave has not returned. It is anticipated that the employee on leave will return on \_\_\_\_\_ and agency requests this temporary appointment be extended to this date.
  - d. Other: \_\_\_\_\_.



(11) Check the appropriate box below. Your request cannot be processed without this information.

- This employee has NOT had any other temporary appointments with the State in the past 12 months.
- This employee previously worked as a temporary employee from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ (agency) and worked a total of \_\_\_\_\_ hours.

|  |                  |
|--|------------------|
| Agency Supervisory Requesting Extension/Date         | Telephone Number |
| Agency Appointing Authority Signature/Date           | Telephone Number |
| Agency Human Resources Signature/Date                | Telephone Number |
| Name of person to receive the signed approval/denial | Telephone Number |
| Temporary Employee Signature                         | Date             |



HRSD Use Only:

This extension request is:

- Approved by HRSD as a continuation of part-time temporary employment pursuant to HRSD State Policy 40.025.01 section (2)(d).
- Approved by HRSD in accordance with HRSD State Policy 40.025.01 section (1)(e).
- Approved by HRSD as a continuation of the same emergency workload in accordance with HRSD State Policy 40.025.01 (1)(c).
- No approved by HRSD.

Other comments:

|              |      |
|--------------|------|
| HRSD Analyst | Date |
|--------------|------|

Original: Employee file  
 Copy: Employee  
 Policy: 40.025.01

PD 412A

**- END -**

# CANCELLING APPLICANT LISTS

OAR 105-040-0030

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Applicants must be notified when an applicant list on which they are active is being cancelled. The process is described below.

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## DO NOT AUGMENT AN ANNOUNCEMENT WHEN:

1. The test has changed; or
2. The minimum qualifications have changed.

**APPLICANT LIST CANCELLATION PROCESS** - Pull **Batch notices**. Send the batch notice and a **210 letter** along with a copy of the new announcement to each active applicant.

- NOTE:**
- There should **not** be more than one valid list for a position.
  - You **must notify active applicants** if the list they are on will be canceled.

## BATCH NOTICES

Batch notices are used to identify active candidates. They are generated from the APPL/CERT System and are printed on an "Application and Examination Notice" form. Either pull batch notices following directions in the APPL/CERT User Manual or ask DAS/HRSD Recruitment for assistance.

## DEVELOP THE NEW ANNOUNCEMENT

Develop the new announcement that you want to replace the announcement being cancelled.

## 210 LETTERS

Develop a 210 letter (see the following **Sample 210 Letters**) that:

- Identifies the applicant list being cancelled;
- Explains that the list will no longer be used and why;
- Explains that a new announcement has been developed; and
- Describes what the applicant must do (retest/reapply).

Send the batch notice (Application and Examination Notice), a copy of the 210 letter, and a copy of the new announcement, to each applicant currently active on the list.

## "Open Until Further Notice":

When an announcement is "Open Until Further Notice" and changes have been made to the MQs or to the test, close the announcement giving 2 weeks notice. After all applications received by the close date have been data entered, pull batch notices following directions in the APPL/CERT User Manual (or you may ask DAS Data Entry for assistance).

You don't need to cancel the old announcement until the new announcement has been open two weeks and has been adopted. This way you continue to have an active candidate pool to select from. Contact DAS/HRSD Recruitment if you have any questions.

This process keeps the applicants informed, eliminates many questions applicants may have, and documents what occurred with the recruitment.

- END -

# SAMPLE

## 210B LETTER TO APPLICANTS

(Must reapply and retest)

Enclosed is an "APPLICATION AND EXAMINATION NOTICE" for the list your name is currently on for the job indicated in Box 20/21. This list will be cancelled and a new one established. The list on which you are currently active may be cancelled two weeks after the open date of the new announcement.

If you wish to be eligible for this new list, you must reapply and complete the appropriate test if there is one indicated on the announcement.

If you wish to reapply, complete a State of Oregon employment application (form PD100) and any attachments as required on the enclosed job announcement. Return these materials to the address listed on the announcement. Please note the announcement **close date**. **Your application materials must be received by that date.**

You may obtain application forms and required supplements from any local Employment Department office or from most state agency personnel offices.

Human Resource Services Division  
Enclosures (Announcement and List Notification)  
PD210B

**SAMPLE**  
**210C LETTER TO APPLICANTS**  
(Must reapply and **MAY** retest)

Enclosed is an "APPLICATION AND EXAMINATION NOTICE" for the list your name is currently on for the job indicated in Box 20/21. This applicant list will be cancelled and a new one established. The list on which you are currently active may be cancelled two weeks after the open date of the new announcement.

Please note the change in the "To Qualify" section of the enclosed job announcement. If you wish to be eligible for this new list, you must reapply.

If you wish to reapply, complete a State of Oregon employment application (form PD100). It is not necessary that you retake the written test if you have done so within the last year. If you do not complete the test, you will be placed on the new list with your previous score.

Check your preference below:

I wish to retake the test. (It must be more than three months since last taking the test.

I **do not** wish to retake the test.

Return your completed application materials, the enclosed notice, and this letter to the address listed on the job announcement. Please note the **closing date**. **Your application materials must be received by that date.**

You may obtain application forms and required supplements from any local Employment Department office or from most state agency personnel offices.

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Human Resource Services Division  
Enclosures (Announcement and List Notification)  
PD210C

# SAMPLE 210D LETTER TO APPLICANTS

(Must reapply and **MAY** retest)

Enclosed is an "APPLICATION AND EXAMINATION NOTICE" for the list your name is currently on for the job indicated in Box 20/21. This applicant list will be cancelled and a new one established. The list on which you are currently active may be cancelled two weeks after the open date of the new announcement.

The length of time (eligibility period) you may be on the list is being changed from 12 months to 6 months. If you wish to remain eligible for this list, you must reapply.

If you wish to reapply, complete a State of Oregon employment application (form PD100). The test remains the same. It is not necessary that you complete the test if you have done so within the last year. If you do not complete the test, you will be placed on the new list with your previous score.

If you have additional experience or training that was not included in your original test, you may wish to complete it again. If you do, be sure to attach it to your application. If you submit an application with no test attached, your name will be placed on the list with your previous score.

Check below if you have:

attached the test. (must be more than three months since last completing the test.)

not attached the test.

Return your completed application materials, the enclosed notice, and this letter to the address listed on the job announcement. Please note the announcement **close date**. **Your application materials must be received by that date.**

You may obtain application forms and required supplements from any local Employment Department office or from most state agency personnel offices.

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Human Resource Services Division  
Enclosures (Announcement and List Notification)  
PD210D

**SAMPLE**  
**210X LETTER TO APPLICANTS**  
**(Must reapply and retest)**

Enclosed is an "APPLICATION AND EXAMINATION NOTICE" for the list your name is currently on for the job indicated in Box 20/21. This applicant list will be cancelled and a new one established. The list(s) on which you are currently active may be cancelled two weeks after the open date of the new announcement(s).

If you wish to remain eligible for this list, you must reapply.

If you wish to reapply, complete a State of Oregon employment application (form PD100) and all attachments as required on the enclosed job announcement. Return these materials to:

Department of xxxxxxxxxx  
Address  
City, State, zip+xxxx

You may obtain application forms from any local Employment Department office or from most state agency personnel offices.

Human Resource Services Division  
Enclosures (Announcement and List Notification)  
PD210X

**- END -**

# MERGING APPLICANT LISTS

OAR 105-40-030

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Multiple applicant lists may be merged into a single applicant list as long as the **minimum qualifications, eligibility period**, and the **test** requirements are the **same**. Merging two lists results in the non-surviving list to be cancelled and applicants from that list **must** be notified.

**Batch Notices:** Call DAS/HRSD Recruitment when you wish to merge lists. Be prepared to provide both announcement numbers and to identify the “surviving” list.

Prior to merging the two lists, DAS/HRSD Recruitment will pull 210X batch notices from the list that is to be cancelled. Batch Notices are printed on form PD101 (the same form that grade notices are printed on). A notice will be printed for each applicant who is still active on the list that will be cancelled as a result of the merge and the notices will be sent to you as soon as possible. We usually slip them into shuttle the day after they are requested.

**Applicant Letters:** Develop a letter that identifies both lists and explains why the one list is to be merged with the other list. Send a copy of the letter to each applicant who is still active on the list that is to be cancelled.

For assistance in developing the letter, reference the [sample 210 Letters](#).

Since the merge results in no change to records for applicants on the surviving list, the applicants on the surviving list do not need to be notified.

## **Applicant is on both lists – What happens:**

### **1. Scenario One:**

An applicant was accepted and is currently active on list “A”;  
The applicant was rejected on list “B”; then  
List “A” is merged into list “B” which causes:

- ♦ The application record from list “A” to be cancelled; and
- ♦ The rejected application record from list “B” to be retained.

**Result:** After the merge the applicant no longer has an active record.

### **2. Scenario Two:**

An applicant is active on two lists but with different expiration dates.  
The two lists are merged.  
The non-surviving list had a later expiration date than the surviving list.

**Result:** Since the surviving list took precedence, this applicant lost a portion of their eligibility.

- END -

## **RECRUITMENT MANUAL - CHAPTER D**

### **Certificates, Interviews & Hires**

#### **CERTIFICATE OF ELIGIBLES**

- Certificate Information
  - Disposition Codes
  - ☰ Status Change Letters
- Hiring Manager Information (3 Samples)
- Order of Lists – Priority of Use
  - Position to be Filled is:
    - ◆ Classified Unrepresented, Management/Executive Service
    - ◆ SEIU Represented
    - ◆ Represented Other Than SEIU
    - ◆ Tool - Quick Reference
- Random Certification
  - ◆ Supplementing Random Lists

#### **INTERVIEWS & APPOINTMENTS**

- ☰ Approval to Appoint Letter
- ☰ Appointment Letters
- Interview Guidelines
- ☰ Invitation Letter (2 Samples)
  - ☰ Interview Confirmation Letter
  - ☰ Not Invited to Interview Sample Letter
- ☰ Not Selected For Position (2 sample letters)
- ◆ Reference Information
  - Employment Verification Procedures
  - Authorization to Release Information
  - Employer Disclosure Information



# CERTIFICATE OF ELIGIBLES

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Lists of eligibles necessary to provide an adequate number of qualified candidates shall, except for agency layoff or agency informational lists be established and maintained on the Division's central system. Reference [OAR 105-040-0030](#).

When a vacant position is to be filled, an appointing authority, when appropriate, shall request a list of qualified applicants also known as a "Certificate of Eligibles" list.

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## REQUEST A CERTIFICATE OF ELIGIBLES

### 1. If you have APPL/CERT Update Authority:

Refer to the JLST section of the APPL/CERT User Manual for directions on requesting a list of eligible candidates from the APPL/CERT system.

### 2. If you do not have APPL/CERT Update Authority:

Send a completed [Request for Certification](#) (form PD134) to DAS/HRSD Recruitment. Form PD134 is provided in the APPL/CERT User Manual.

**DISPOSITION CODE CERTIFICATES** – Certificates are dispositioned through the J280 screen in APPL/CERT. For instructions on entering disposition codes, refer to the APPL/CERT User Manual. **This action is critical** – if the codes are not keyed into the system, the data is not captured on the year-end Affirmative Action Reports.

[Disposition Codes](#) document the action taken for each candidate:

1. Whose name appeared on the Certificate; **or**
2. Who was in the group being invited for interview (in the case where all applicants appear, but a "cut-off score" was used).

When a disposition code inactivates a record, the system generates a [Status Change Notice](#) that identifies the applicant list and notifies the applicant:

1. That their record is inactivated;
2. The reason for inactivation; **and**
3. Who to contact if they wish to reactivate their record.

Certificates must be dispositioned **before the Certificate is finalized and purged** from the APPL/CERT system.

1. FINALIZE: The automated finalization process is run each Thursday, and finalizes Certificates if they are seven (7) days beyond their expiration date.
2. PURGE: Each Thursday, the system purges Certificates that have been finalized for seven (7) days. After the purge, the Certificate is no longer accessible for disposition codes.

- END -

## DISPOSITION CODES

| Code      | Description of Code  |
|-----------|--|
| <b>A</b>  | <b>Appointed - Rank Order</b><br>(Candidate selected for appointment to the position)<br>Candidate will be inactivated from the eligible list of the class to which appointed <b>plus</b> all classes at the same or lower salary range. |
| <b>AE</b> | <b>Accepted – Entry Level</b> position.<br>Candidate will remain active on the Injured Worker List for classifications above that salary range, and will be notified accordingly.  |
| <b>AS</b> | <b>Accepted – Suitable</b> position.<br><b>Candidate will be removed from the Injured Worker List and notified accordingly.</b>  |
| <b>C</b>  | <b>Considered</b> - Candidate's interviewed but not appointed.<br>Status on list not affected.   |

### DECLINED

**Candidate unwilling to accept the interview/position for one of the following reasons:**

| Code      | Description of Code  |
|-----------|--|
| <b>D1</b> | <b>Position</b> - Unwilling to accept this position because of working conditions, hours of work, starting salary, type of work or other reason related to this position.<br>Status on list not affected.  |
| <b>D2</b> | <b>Location</b> - no longer available for this location. Identify desired locations in "Remarks". Records will be corrected accordingly.<br>Status on list not affected.   |
| <b>D3</b> | <b>Duration</b> - No longer available for this duration of appointment. Identify desired duration. Records will be corrected accordingly.<br>Status on list not affected.  |
| <b>D4</b> | <b>Employed Elsewhere</b> - No longer available for positions in this class or other classes with the same or lower salary.<br>Candidate will be removed from these lists and notified accordingly.  |
| <b>D5</b> | <b>Waived</b> - Waived appointment until further notice due to personal circumstances.<br>Candidate will be removed from all lists (and notified accordingly) until notice is received to restore.   |
| <b>D6</b> | <b>Other</b> - Indicate reason in "Remarks" or on an attached sheet. Declined interview for reasons not related to the position. Status on list not affected.  |
| <b>D7</b> | <b>Interview/Position</b> - Declined interview or unwilling to accept appointment from SEIU/AFSCME Secondary Recall (SR) list.<br>Candidate will be removed from this SR list and notified accordingly.  |
| <b>FR</b> | <b>Failed to Reply</b> - Candidate does not: a) respond to a request for interview within a reasonable time period, b) did not appear for a scheduled interview. Candidate will be removed from the active list for the class/announcement number for which they failed to respond, or c) respond to an inquiry for appointment within a reasonable time period. |

**NOT SUITABLE FOR CLASS (NSC)**

**Not suitable for any position in the class.**

Candidate will be removed from the list and notified accordingly.

[OAR 105-040-0030](#)

| <b>Code</b>  | <b>Description of Code</b>            |
|--------------|---------------------------------------|
| <b>NSC-1</b> | Lack of qualifications                |
| <b>NSC-4</b> | Use of political pressure or bribery  |
| <b>NSC-5</b> | False statements, deception, or fraud |
| <b>NSC-7</b> | Violation of rules or law             |

**NOT SUITABLE AGENCY (NSA)**

**Not suitable for any position in the class within the agency.**

Candidate will not be certified to any position in the agency for that eligible list, but will continue to be certified to other agencies. If the candidate has restricted availability to the one agency, that reports the NSA, or if the eligible list is used by only the one agency, the candidate will be notified of his removal from the list. Justification for use of this disposition must relate to one or more of the following reasons:

| <b>Code</b>  | <b>Description of Code</b>   |
|--------------|--|
| <b>NSA-1</b> | <b>Poor References or Work Performance</b> - Poor references that relate to all positions in the agency that are filled from this specific eligible list. References may relate to deficiencies in personal characteristics as well as to deficiencies in previous work performance.   |
| <b>NSA-2</b> | <b>Poor Driving Record</b> - The nature of the duties of all positions in the agency that are filled from this specific eligible list, prohibit the selection of candidates with poor driving records.   |
| <b>NSA-4</b> | <b>Criminal Conviction</b> - Criminal conviction adversely affects all positions in the agency which are filled from this specific list A written explanation of the conviction must be included when using this code.   |
| <b>NSA-5</b> | <b>Undesirable Characteristics</b> - Some unique undesirable characteristics that remove the candidate from consideration for all positions in the agency that are filled from this specific eligible list. A written explanation of the characteristic must be included when using this code.                                       |
| <b>NSA-6</b> | <b>Selective Certification</b> - Upon obtaining in writing approval for selective certification, candidates may be disqualified for not meeting approved criteria. This code may be used only when the positions in the agency that are filled from this specific eligible list all require the same selective certification factor. |

## NOT SUITABLE POSITION (NSP)

Not suitable for this position only.

Status on list is not affected.

Justification must relate to one or more of the following reasons:

| Code | Description of Code  |
|------|--|
| NSP1 | <b>Poor References or Work Performance</b> - Poor references that relate only to this position. References may relate to deficiencies in personal characteristics as well as to deficiencies in previous work performance.         |
| NSP2 | <b>Poor Driving Record</b> - The nature of the duties of this position only prohibit the selection of candidates with poor driving records.  |
| NSP4 | <b>Criminal Conviction</b> - Criminal conviction adversely affects this position. A written explanation of the conviction must be included when using this code.   |
| NSP5 | <b>Undesirable Characteristics</b> - Some unique undesirable characteristics that remove the candidate from consideration for this position. A written explanation of the characteristic(s) must be included when using this code. |
| NSP6 | <b>Selective Certification</b> - Upon obtaining in writing approval for selective certification, candidates may be disqualified for not meeting approved selection criteria.   |

## Miscellaneous Codes

|     |  |
|-----|--|
| WA  | <b>Wrong Address</b> - Written correspondence mailed to a candidate is returned by the Post Office Department with the notation that the addressee no longer lives at the listed address. Candidate will not be certified on any lists until a change of address has been reported to the Department of Administrative Services.   |
| DNA | <b>Disposition Not Acceptable</b> - Disposition submitted was not acceptable to Department of Administrative Services for various reasons. Status on list is not affected.   |
| NA1 | <b>No Action</b> - A candidate in rank order has been selected for the position, and no further action is taken on the remaining candidates. In the event this code is used for candidates higher on the list than the one appointed, it will be counted in the same manner as "considered" in determining the appointment is in rank order. Status on list is not affected. |
| CAN | <b>Cancellation</b><br>a. 'CAN' may be used on individual records (due to reasons such as 'cancelled a scheduled interview'); <b>or</b><br>b. 'CAN' may be used if the certificate has been cancelled.<br>Status on list is not affected.<br><b>NOTE:</b> "CAN" disposition code will remove ALL HISTORY (J350) entries for the applicant for that certificate.              |

◆ ◆ END ◆ ◆

ADMIN SERVICES, DEPT OF  
155 COTTAGE STREET NE  
SALEM, OR 97301

ATTN: HUMAN RESOURCE OFFICE

**SAMPLE**

06/25/07

A CHANGE HAS BEEN MADE TO YOUR STATUS ON THE FOLLOWING LIST(S):

| CLASS  | ANNOUNCEMENT | CERT # | CLASS TITLE         | WORKING TITLE       |
|--------|--------------|--------|---------------------|---------------------|
| C1487* | LE07O618     | K181   | INFO SYSTEMS SPEC 7 | SYSTEMS ANALYST     |
| C1486* | IW739999     | K181   | INFO SYSTEMS SPEC 6 | INJURED WORKER TEST |
| C1487* | IW739999     | K181   | INFO SYSTEMS SPEC 7 | INJURED WORKER TEST |
| C1487* | LE991216A    | K181   | INFO SYSTEMS SPEC 7 | SYSTEMS ANALYST     |

OUR RECORDS SHOW THAT YOU HAVE ACCEPTED AN APPOINTMENT WITH OUR AGENCY. YOUR NAME HAS BEEN INACTIVATED ON THE LIST(S) SHOWN ABOVE SINCE THE SALARY IS EQUAL TO, OR LOWER THAN, THE POSITION TO WHICH YOU WERE APPOINTED.

IF YOU WISH FOR YOUR NAME REACTIVATED ON THE LIST(S), 1) WRITE IN CHANGES IN YOUR AVAILABILITY, NAME, ADDRESS, OR PHONE NUMBER(S) IN THE SPACE BELOW; AND 2) RETURN THIS NOTICE TO OUR OFFICE AT THE ADDRESS SHOWN IN THE UPPER LEFT CORNER OF THIS NOTICE.

YOUR NAME WILL REMAIN INACTIVE AND WILL NOT BE REFERRED TO AGENCIES FILLINGJOB VACANCIES UNLESS YOU RESPOND. IF YOU ARE INACTIVE WHEN A LIST IS CANCELLED, YOU WILL NOT BE NOTIFIED.

A  
PD 221D

ADMIN SERVICES, DEPT OF  
155 COTTAGE STREET NE  
SALEM OR 97301  
ATTN: HUMAN RESOURCE OFFICE

**SAMPLE**

05/01/2007

OUR RECORDS SHOW YOU HAVE ACCEPTED AN APPOINTMENT WITH:  
DEPT OF HUMAN SERVICES.

YOUR ELIGIBILITY WILL CONTINUE ON THE STATEWIDE INJURED WORKER LIST FOR  
CLASSIFICATIONS AT SALARY RANGE 18 AND ABOVE.

YOUR NAME WILL REMAIN ACTIVE FOR THE FOLLOWING CLASSIFICATIONS ON THE  
STATEWIDE INJURED WORKER LIST (IW739999):

| CLASS NUMBER | CLASSIFICATION TITLE | SALARY RANGE |
|--------------|----------------------|--------------|
| C1482*       | INFO SYSTEMS SPEC 2  | 21           |
| C1483*       | INFO SYSTEMS SPEC 3  | 24           |

IF YOU HAVE ANY FURTHER QUESTIONS PLEASE CONTACT THE AGENCY THAT  
FILED YOUR INJURED WORKER CLAIM.

AE  
PD221F

ADMIN SERVICES, DEPT OF  
155 COTTAGE STREET NE  
SALEM OR 97301  
ATTN: HUMAN RESOURCE OFFICE

**SAMPLE**

05/01/2007

CONGRATULATIONS ON YOUR APPOINTMENT TO INFO SYSTEMS SPEC 7 AT DEPT  
OF ADMIN SERVICES.

THIS APPOINTMENT CONCLUDES YOUR ELIGIBILITY FOR ALL CLASSIFICATIONS ON  
THE STATEWIDE INJURED WORKER LIST.

IF YOU HAVE ANY FURTHER QUESTIONS PLEASE CONTACT THE AGENCY THAT  
FILED YOUR INJURED WORKER CLAIM.

AS  
PD221G

ADMIN SERVICES, DEPT OF  
155 COTTAGE STREET NE  
SALEM OR 97301  
ATTN: HUMAN RESOURCE OFFICE

**SAMPLE**

02/02/2006

A CHANGE HAS BEEN MADE TO YOUR APPLICANT RECORD(S) FOR THE FOLLOWING LIST(S):

| CLASS ANNOUNCEMENT | CERT # | CLASS TITLE     | WORKING TITLE |
|--------------------|--------|-----------------|---------------|
| C0201*LE960183     | 0401   | ACCOUNTING TECH |               |

OUR RECORDS SHOW THAT YOU WERE OFFERED AN OPPORTUNITY TO INTERVIEW, OR WERE OFFERED A POSITION WITH OUR AGENCY AND YOU STATED THAT YOU WERE EMPLOYED ELSEWHERE. THEREFORE, YOUR NAME HAS BEEN REMOVED FROM THE LIST(S) SHOWN ABOVE AND YOU WILL NO LONGER BE CONSIDERED FOR POSITIONS HAVING THE SAME OR LOWER SALARY.

IF YOU WANT YOUR NAME RETURNED TO ANY OR ALL OF THE LIST(S), 1) WRITE THE CHANGES THAT NEED TO BE MADE TO YOUR RECORD SUCH AS DESIRE TO BE CONSIDERED FOR FUTURE OPENINGS, NAME, ADDRESS, PHONE NUMBER(S), ETC. AND 2) RETURN THIS NOTICE TO OUR OFFICE AT THE ADDRESS SHOWN IN THE UPPER LEFT CORNER.

NOTE: UPDATES AND/OR CHANGES TO YOUR APPLICANT RECORD(S) MUST BE RECEIVED PRIOR TO THE EXPIRATION DATE LISTED IN BOX 27 OF THE APPLICATION AND EXAMINATION NOTICE YOU RECEIVED AFTER APPLYING TO AN OPEN RECRUITMENT ANNOUNCEMENT.

YOUR NAME WILL NOT BE REFERRED FOR JOB OPENINGS LISTED ABOVE UNLESS YOU RESPOND TO THIS LETTER AND REQUEST THAT YOUR NAME BE RETURNED TO THE LIST(S).

D4  
PD221A



ADMIN SERVICES, DEPT OF  
155 COTTAGE STREET NE  
SALEM OR 97301  
ATTN: HUMAN RESOURCE OFFICE

**SAMPLE**

02/02/2006

A CHANGE HAS BEEN MADE TO YOUR APPLICANT RECORD(S) FOR THE FOLLOWING LIST(S):

| CLASS ANNOUNCEMENT | CERT # | CLASS TITLE     | WORKING TITLE |
|--------------------|--------|-----------------|---------------|
| C0201*LE960183     | 0401   | ACCOUNTING TECH |               |

OUR RECORDS SHOW YOU WERE OFFERED THE OPPORTUNITY TO INTERVIEW AND YOU INDICATED DUE TO PERSONAL CIRCUMSTANCES YOU NO LONGER WISH TO BE CONSIDERED FOR VACANCIES AT THIS TIME. THEREFORE, YOUR NAME HAS BEEN REMOVED FROM THE LIST(S) SHOWN ABOVE.

IF YOU WANT YOUR NAME RETURNED TO ANY OR ALL OF THE LIST(S), 1) WRITE THE CHANGES THAT NEED TO BE MADE TO YOUR RECORD SUCH AS DESIRE TO BE CONSIDERED FOR FUTURE OPENINGS, NAME, ADDRESS, PHONE NUMBER(S), ETC. AND 2) RETURN THIS NOTICE TO OUR OFFICE AT THE ADDRESS SHOWN IN THE UPPER LEFT CORNER.

NOTE: UPDATES AND/OR CHANGES TO YOUR APPLICANT RECORD(S) MUST BE RECEIVED PRIOR TO THE EXPIRATION DATE LISTED IN BOX 27 OF THE APPLICATION AND EXAMINATION NOTICE YOU RECEIVED AFTER APPLYING TO AN OPEN RECRUITMENT ANNOUNCEMENT.

YOUR NAME WILL NOT BE REFERRED FOR JOB OPENINGS LISTED ABOVE UNLESS YOU RESPOND TO THIS LETTER AND REQUEST THAT YOUR NAME BE RETURNED TO THE LIST(S).

D5  
PD221C

ADMIN SERVICES, DEPT OF  
155 COTTAGE STREET NE  
SALEM OR 97301  
ATTN: HUMAN RESOURCE OFFICE

**SAMPLE**

02/02/2006

A CHANGE HAS BEEN MADE TO YOUR APPLICANT RECORD(S) FOR THE FOLLOWING LIST:

| CLASS ANNOUNCEMENT | CERT # | CLASS TITLE     | WORKING TITLE |
|--------------------|--------|-----------------|---------------|
| C0201*SR379999     | 0401   | ACCOUNTING TECH |               |

OUR RECORDS SHOW THAT YOU DECLINED TO ACCEPT AN INTERVIEW OR A JOB OFFER FROM THE LAYOFF LIST SHOWN ABOVE. THEREFORE, YOUR NAME HAS BEEN REMOVED FROM THIS LIST.

IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE, YOU MAY CONTACT US BY 1) WRITING A LETTER, AND 2) SUBMITTING THE LETTER AND A COPY OF THIS NOTICE TO OUR OFFICE AT THE ADDRESS SHOWN IN THE UPPER LEFT HAND CORNER OF THIS NOTICE.

D7  
PD221E

ADMIN SERVICES, DEPT OF  
155 COTTAGE STREET NE  
SALEM OR 97301  
ATTN: HUMAN RESOURCE OFFICE

**SAMPLE**

02/02/2006

A CHANGE HAS BEEN MADE TO YOUR APPLICANT RECORD(S) FOR THE FOLLOWING LIST(S):

| CLASS ANNOUNCEMENT | CERT # | CLASS TITLE     | WORKING TITLE |
|--------------------|--------|-----------------|---------------|
| C0201*LE960183     | 0401   | ACCOUNTING TECH |               |

YOUR NAME HAS BEEN REMOVED FROM THE LIST BECAUSE EITHER YOU: 1) DID NOT TO REPLY TO A REQUEST FOR AN INTERVIEW, 2) DID NOT SHOW UP FOR AN INTERVIEW, OR 3) DID NOT REPLY TO AN OFFER OF EMPLOYMENT.

IF YOU WANT YOUR NAME RETURNED TO THE LIST, 1) WRITE THE CHANGES THAT NEED TO BE MADE TO YOUR RECORD SUCH AS DESIRE TO BE CONSIDERED FOR FUTURE OPENINGS, NAME, ADDRESS, PHONE NUMBER(S), ETC. AND 2) RETURN THIS NOTICE TO OUR OFFICE AT THE ADDRESS SHOWN IN THE UPPER LEFT CORNER.

NOTE: UPDATES AND/OR CHANGES TO YOUR APPLICANT RECORD(S) MUST BE RECEIVED PRIOR TO THE EXPIRATION DATE LISTED IN BOX 27 OF THE APPLICATION AND EXAMINATION NOTICE YOU RECEIVED AFTER APPLYING TO AN OPEN RECRUITMENT ANNOUNCEMENT.

YOUR NAME WILL NOT BE REFERRED FOR JOB OPENINGS LISTED ABOVE UNLESS YOU RESPOND TO THIS LETTER AND REQUEST THAT YOUR NAME BE RETURNED TO THE LIST.

FR  
PD221B

**- END -**

# HIRING MANAGER INFORMATION CERTIFICATES & DISPOSITION CODES

**TO:** Hiring Manager

**FROM:** \_\_\_\_\_, Personnel/Human Resource Office

**SUBJECT:** Use of Certificates and Disposition Codes

The attached list represents the applicant pool from which you will select candidates to be interviewed. You may select additional candidates by going farther down the list; **however, you must offer an interview to all candidates within a score grouping.**

If you are interested in expediting the interview process, you may contact the candidates by telephone to determine their interest. If they are not interested in an interview, you may indicate this on the list by using the appropriate disposition code. (See attached list of codes.) **If you are unable to contact a candidate by telephone, you may not remove them from the list. You must send the candidate a letter to notify them of the job and allow them the opportunity to schedule an interview.** The individual has five (5) work days to respond to your written letter. Be certain to indicate a response time and date, such as “respond by 5:00 p.m. (day of week, date, year)”, and that their name will be removed from the list if they do not respond. If they do not respond by the date indicated in your letter, you may use the disposition code “FR” (Failed to Reply) to remove them from the list.

When contacting candidates by phone or letter, you should provide each of them with the same information. If you mail a position description or ask if reasonable accommodation is needed for one candidate, do the same for each of the others. You may write dates of phone calls placed, phone responses, interview dates and times, etc., on the list to aid you in documenting your efforts to contact candidates. If a candidate states to you a change in address, phone number(s), or desired work location(s), please note on the certificate to the right of their name/address. These changes will be made to their applicant record after the disposition codes are entered from the certificate.

After the interviews, you must finish dispositioning the list by indicating the appropriate code for accepted and considered candidates. The list, properly coded, needs to be returned to Human Resources for further action. **(Be certain to include the first page of the certificate along with the subsequent pages.)** It will not be necessary to sign the “Appointing Authority” line when coding the lists since this is done in Personnel after the process is completed.

**Please return the dispositioned list promptly after your hiring process is complete. (If possible include it with the Approval to Appoint memo.)** The lists have expiration dates, and codes must be data entered prior to expiration.

Please contact me if you have further questions about the wrap-up of the recruitment process.

- END -

# HIRING CHECKLIST

This checklist is an aid for Hiring Managers and Human Resource Analysts in tracking the hiring process. **Before making a job offer**, contact the Human Resource office with any questions regarding starting salary, trial service period, transferring vacation hours, etc.

**POSITION NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPOINTING AUTHORITY:** \_\_\_\_\_

**HUMAN RESOURCE ANALYST:** \_\_\_\_\_

| Date Completed | Description of Process to be Completed   |
|----------------|--|
|                | Certificate of Eligibles list requested.   |
|                | Exam questions and grading criteria developed.   |
|                | Interview questions and rating criteria developed.   |
|                | Interview panel selected, interview date(s) scheduled, and room reserved.  |
|                | Applicants invited to interview by:<br><input type="checkbox"/> Phone<br><input type="checkbox"/> Letter   |
|                | Interview panel packets (including position description, applicant PD100s, interview questions, criteria, score sheets, etc.).   |
|                | Interview panel meets (before interviews) to review employee applications and to discuss prepared questions, criteria, and interview process.  |
|                | Interviews conducted and:  |
|                | Background / reference checks completed, and:<br><input type="checkbox"/> The top candidate was selected; or<br><input type="checkbox"/> The candidate pool was narrowed for second round of interviews. |
|                | Optional second round of interviews completed.   |
|                | Job offered to top candidate who accepted job offer.   |
|                | Appointment letter was sent.   |
|                | Candidates interviewed but not selected were notified of hiring decision by:<br><input type="checkbox"/> Phone<br><input type="checkbox"/> Letter  |
|                | Certificate of Eligibles list was dispositioned and forwarded to the Human Resource office.  |
|                | New hire paperwork reviewed with new employee; paperwork returned to the Human Resource office.  |
|                | New employee orientation conducted.  |

- END -

# RECRUITMENT CHECKLIST

TO: Hiring Manager

FROM: \_\_\_\_\_, Human Resource Office

SUBJECT: Recruitment Process

This memo outlines the steps necessary for you to fill your vacant \_\_\_\_\_ (Class Title) \_\_\_\_\_ (Working Title) position. Please contact me at \_\_\_\_\_ if you have any questions.

- \_\_\_ A list of certified candidates is attached. If you need more candidates, you may go further down each list as long as you contact all people within a score group. Your list contains a cover letter that explains the process for contacting candidates and dispositioning the list. If skill codes are necessary we will work with you to explain your options. Call the Human Resource office if you have questions.
- \_\_\_ Select your interview panel and receive approval of the panel members from your supervisor. Submit names of interview panel to the Human Resource office.
- \_\_\_ Select candidates to be interviewed and schedule the interviews. Provide them all with the same information and provide at least five workdays to respond (sample letter attached)
- \_\_\_ Inform the Human Resource office of the interview date(s).
- \_\_\_ Prepare and submit interview questions via e-mail to \_\_\_\_\_ in the Human Resource office for review at least three days prior to interviews. Make sure the questions are job-related and pertinent to the recruited position.
- \_\_\_ Inquire of applicant(s) why they are declining an interview or job offer. Note reason on list of certified candidates to the right of their name and address.
- \_\_\_ Conduct the interviews and reference checks (sample form attached). Make selection. Contact the Human Resource office if you have questions on affirmative action, reasonable accommodation, Americans with Disabilities Act, etc.
- \_\_\_ Obtain approval of your selection from your supervisor.
- \_\_\_ After notifying the selected candidate, notify all other candidates (who were interviewed and not selected) either by telephone or letter (sample letter attached).
- \_\_\_ Send an e-mail message to "All Department Staff" announcing the selection.
- \_\_\_ Forward an "Approval to Appoint" letter (sample attached), the list of certified candidates with disposition codes noted, the state application forms (PD100s), all interview notes, and reference checks in an envelope marked "Confidential" to the attention of \_\_\_\_\_ in the Human Resource office.
- \_\_\_ Submit to the Human Resource office:
  - a completed position description, with essential functions and physical requirements attached, for the new employee,
  - PD100,
  - insurance forms,
  - orientation checklist,
  - I-9 form,
  - W-4 form,
  - Address/Telephone Disclosure form,
  - Employee Emergency Information Record.

- END -

## **Order of Lists - Priority of use for Filling Classified Unrepresented & Management Service Positions**

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The following identifies which applicant list to use first when filling **classified unrepresented** or **management service** positions. This list is only used for requesting Certificate of Eligibles lists - **not** to determine which lists to place candidates on. The descriptions are brief summaries only.

**REQUIRED LISTS - [OAR 105-040-0020](#)  
(Shown in Order Of Priority)**

1. **Injured Worker** – Reference [OAR 105-040-0020](#), and [HRSD State Policy 50.020.03](#). (Use announcement number **IW739999**)

Injured workers shall be given first preference for positions for which they qualify. All names must be pulled. You must offer the position to the **qualified** injured worker with the earliest date of injury.

Should the injured worker decline interview or job offer, or otherwise become ineligible:

- Appropriately disposition code the certificate of eligibles list; and
- Notify agency at injury.

Refer to [HRSD State Policy 50.020.03](#).

2. **Agency Layoff**: (Use announcement **LO739999** or agency internal IO list).

Request your agency layoff list if there are no Injured Worker candidates. This list includes employees who accepted demotion in lieu of layoff and those who have recall rights back to the classification from which they were laid off. Refer to [OAR 105-040-0020](#).

3. **Statewide Reemployment Layoff** - (Use announcement Number **RL739999** with skill code **RLO**). This list is used whether the position you are filling is represented or unrepresented.

This list consists of classified unrepresented, management service, and unclassified executive service employees who **have separated** from State service due to layoff, but does not include employees targeted for layoff.

Request both the classified (C) and management service (X) lists when filling positions with classifications that have both service types. Refer to [OAR 105-040-0020](#).

**Example:** The Program Technician 1 classification has both classified and management service positions; pull the following Certificate of Eligibles lists:

- **C0812\***, **RL739999** (with skill code RLO)
- **X0812\***, **RL739999** (with skill code RLO)

**NOTE:** Unclassified Executive Service employees are placed on the list with the classification service type "X".

When fewer than 5 names appear on the list, you may include additional candidates from:

- HIRE System,
- Statewide Transfer List,
- Agency Promotion,
- Statewide Promotion, and/or
- Open-Competitive Lists.

## Pull The Above Lists First

Recruit ONLY if no names appear on the above lists.

### Optional Lists - [OAR 105-040-0020](#) (May be used in any order)

If you are unable to appoint a candidate from one of the above lists and a recruitment is conducted, you do not need to request names from the lists again before appointing. However, be sure to retain written documentation that you requested the lists as verification in your recruitment file.

The following options may be used separately or in conjunction with each other after complying with the required lists shown above.

1. **HIRE (HR739999)** - (Hiring Individuals Ready for Employment)

The HIRE System is a way for you to access job-ready qualified individuals with disabilities. Using the HIRE System will help you meet your recruiting needs while increasing the diversity of the State of Oregon's workforce.

2. **Statewide Transfer (TR739999)** - Reference [HRSD State Policy 40.045.01](#)

During heavy layoff times, you are encouraged to use this list as a supplement to other lists in order to access employees who are targeted for layoff.

- Statewide Transfer lists are always open and applications are accepted at any time.
- Applications should be submitted to agency personnel offices for review and data entry. DAS/HRSD Recruitment Services can input applications for non-delegated agencies.
- Current state employees may apply for any classification that is the same or lower salary range as the position in which they are currently working **and** for which they meet the minimum qualifications.
- All employees, except temporary employees, are eligible.

3. **Agency Promotional (AP)** - All current employees (except temporary) of the hiring agency are eligible to apply.

4. **Statewide Promotional (SW)** - All current employees (except temporary) of the State of Oregon (including employees of the Oregon University System (OUS) and The Lottery) are eligible to apply.

5. **Open Competitive (OC)**

Anyone may apply.

- END -



## Order of Lists

### Priority of use for Filling SEIU Represented Positions

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The “general” order of priority when filling SEIU represented positions is listed below.

The first three lists can vary in priority, so refer to your **SEIU Collective Bargaining Agreement (CBA)**. Contact your DAS Labor Relations Manager for contract interpretation.

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1. Follow your **agency-specific and coalition language** for filling positions as described in **Articles 45.1C through 45.5W** of your SEIU CBA. If no order of priority is mentioned for your agency, follow the general information provided in the SEIU Master Agreement, **Article 45**, “Filling of Vacancies”.

2. **Agency Layoff**: Use announcement **LO739999** or agency internal IO list. This list includes employees who accepted demotion in lieu of layoff and those who have recall rights back to the classification from which they were laid off.

3. **Secondary Recall List (SEIU Represented Positions Only)** - Refer to **Article 70, Section 12** of your CBA. Use announcement number **SR739999**.

If 5 or more employees are on the list, you must consider the **5 most senior** applicants who meet the minimum qualifications for the classification and any special qualifications for the position. You **must select** one of the 5 eligible employees.

If fewer than 5 employees remain on the list, you **must select** one of the employees who meet the class MQs and any special qualifications of the position.

4. **Injured Worker** – Reference [OAR 105-040-0020](#), and [HRSD State Policy 50.020.03](#). Use announcement number **IW739999**.

Injured workers shall be given preference for positions for which they qualify. All names must be pulled. You must offer the position to the **qualified** injured worker with the earliest date of injury.

Should the injured worker decline an interview or job offer, or otherwise become ineligible:

- Appropriately disposition code the certificate of eligibles list; and
- Notify agency at injury.

Refer to [HRSD State Policy 50.020.03](#).

5. **Statewide Reemployment Layoff** - (Use announcement Number **RL739999** with skill code **RLO**). This list is used whether the position you are filling is represented or unrepresented.

This list consists of classified unrepresented, management service, and unclassified executive service employees who **have separated** from State service due to layoff, but does not include employees targeted for layoff. Refer to [OAR 105-040-0020](#).

Request both the classified (C) and management service (X) lists when filling positions with classifications that have both service types.

**Example:** The Program Technician 1 classification has both classified and management service positions; pull the following Certificate of Eligibles lists:

- **C0812\***, **RL739999** (with skill code RLO)
- **X0812\***, **RL739999** (with skill code RLO)

**NOTE:** Unclassified Executive Service employees are placed on the list with the classification service type “X”.

When **fewer than 5 names** appear on the list, you may include additional candidates from:

- HIRE System,
- Statewide Transfer List,
- Agency Promotion,
- Statewide Promotion, and/or
- Open-Competitive Lists

### **Pull The Above Lists First**

Recruit ONLY if no names appear on the above lists.

**Optional Lists - [OAR 105-040-0020](#)**  
**(May be used in any order)**

If you are unable to appoint a candidate from one of the above lists and a recruitment is conducted, you do not need to request names from the lists again before appointing. However, be sure to retain written documentation that you requested the lists as verification in your recruitment file.

The following options may be used separately or in conjunction with each other after complying with the required lists shown above.

1. **HIRE (HR739999)** - (Hiring Individuals Ready for Employment)  
The HIRE System is a way for you to access job-ready qualified individuals with disabilities. Using the HIRE System will help you meet your recruiting needs while increasing the diversity of the State of Oregon's workforce.
2. **Statewide Transfer (TR739999)** - Reference [HRSD State Policy 40.045.01](#)  
During heavy layoff times, you are encouraged to use this list as a supplement to other lists in order to access employees who are targeted for layoff.
  - Statewide Transfer lists are always open and applications are accepted at any time.
  - Applications should be submitted to agency personnel offices for review and data entry. DAS/HRSD Recruitment Services can input applications for non-delegated agencies.
  - Current state employees may apply for any classification that is the same or lower salary range as the position in which they are currently working **and** for which they meet the minimum qualifications.
  - All employees, except temporary employees, are eligible.
3. **Agency Promotional (AP)** - All current employees (except temporary) of the hiring agency are eligible to apply.
4. **Statewide Promotional (SW)** - All current employees (except temporary) of the State of Oregon (including employees of the Oregon University System (OUS) and The Lottery) are eligible to apply.
5. **Open Competitive (OC)**  
Anyone may apply.

- END -

# Order Of Lists

## Priority Of Use For Filling AFSCME Represented Positions

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The “general” order of priority when filling AFSCME represented positions is listed below. The first three lists may vary in priority, so refer to your **AFSCME Collective Bargaining Agreement (CBA)**. Contact your DAS Labor Relations Manager for contract interpretation.

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1. Follow the **agency-specific language** of your AFSCME contract for filling positions. If no order of priority is mentioned for your agency, follow the general information.

2. **Agency Layoff:** Use announcement **LO739999** (or agency internal IO list). This list includes employees who accept demotion in lieu of layoff and those who have recall rights back to the classification from which they were laid off.

3. **AFSCME Secondary Recall List** - Use announcement number **SR739999**. If 5 or more employees are on the list, you must consider the **5 most senior** applicants who meet the minimum qualifications of the classification and any special qualifications for the position. You **must select** one of the 5 eligible employees.

If fewer than 5 employees remain on the list, you **must select** one of the employees who meet the class MQs and any special qualifications of the position.

4. **Injured Worker** – Reference [OAR 105-040-0020](#), and [HRSD State Policy 50.020.03](#). Use announcement number **IW739999**.

Injured workers shall be given preference for positions for which they qualify. All names must be pulled. You must offer the position to the **qualified** injured worker with the earliest date of injury.

Should the injured worker decline an interview or job offer, or otherwise become ineligible:

- Appropriately disposition code the certificate of eligibles list; and
- Notify agency at injury.

Refer to [HRSD State Policy 50.020.03](#).

5. **Statewide Reemployment Layoff** - (Use announcement Number **RL739999** with skill code **RLO**). This list is used whether the position you are filling is represented or unrepresented.

This list is used for employees who **have separated** from State service due to layoff, but does not include employees targeted for layoff. Refer to [OAR 105-040-0020](#).

Request both the classified (C) and management service (X) lists when filling positions with classifications that have both service types.

**Example:** The Program Technician 1 classification has both classified and management service positions; pull the following Certificate of Eligibles lists:

- **C0812\***, **RL739999** (with skill code RLO)
- **X0812\***, **RL739999** (with skill code RLO)

**NOTE:** Unclassified Executive Service employees are placed on the list with the classification service type “X”.

When **fewer than 5 names** appear on the list, you may include additional candidates from:

- HIRE System,
- Statewide Promotion, and/or
- Statewide Transfer List,
- Open-Competitive Lists
  
- Agency Promotion,

## Pull The Above Lists First

Recruit ONLY if no names appear on the above lists.

### Optional Lists - [OAR 105-040-0020](#)

(May be used in any order)

If you are unable to appoint a candidate from one of the above lists and a recruitment is conducted, you do not need to request names from the lists again before appointing. However, be sure to retain written documentation that you requested the lists as verification in your recruitment file.

The following options may be used separately or in conjunction with each other after complying with the required lists shown above.

1. **HIRE (HR739999)** - (Hiring Individuals Ready for Employment)  
The HIRE System is a way for you to access job-ready qualified individuals with disabilities. Using the HIRE System will help you meet your recruiting needs while increasing the diversity of the State of Oregon's workforce.
2. **Statewide Transfer (TR739999)** - Reference [HRSD State Policy 40.045.01](#)  
During heavy layoff times, you are encouraged to use this list as a supplement to other lists in order to access employees who are targeted for layoff.
  - Statewide Transfer lists are always open and applications are accepted at any time.
  - Applications should be submitted to agency personnel offices for review and data entry. DAS/HRSD Recruitment Services can input applications for non-delegated agencies.
  - Current state employees may apply for any classification that is the same or lower salary range as the position in which they are currently working **and** for which they meet the minimum qualifications.
  - All employees, except temporary employees, are eligible.
3. **Agency Promotional (AP)** - All current employees (except temporary) of the hiring agency are eligible to apply.
4. **Statewide Promotional (SW)** - All current employees (except temporary) of the State of Oregon (including employees of the Oregon University System (OUS) and The Lottery) are eligible to apply.
5. **Open Competitive (OC)**  
Anyone may apply.

- End -

## Order of Lists

### Priority of use for Filling Positions Represented by Other Than SEIU or AFSCME

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The “general” order of priority when filling represented positions (other than SEIU) is listed below.

The first two lists can vary in priority, so refer to your **Collective Bargaining Agreement (CBA)**. Contact your DAS Labor Relations Manager for contract interpretation.

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3. Follow your **agency-specific language** for filling positions as described in your CBA. If no order of priority is mentioned for your agency, follow the order of priority beginning with the Injured Worker list (item number 2 below).

5. **Injured Worker** – Reference [OAR 105-040-0020](#), and [HRSD State Policy 50.020.03](#). Use announcement number **IW739999**.

Injured workers shall be given first preference for positions for which they qualify.

All names must be pulled. You must offer the position to the **qualified** injured worker with the earliest date of injury.

Should the injured worker decline interview or job offer, or otherwise become ineligible:

- Appropriately disposition code the certificate of eligibles list; and
- Notify agency at injury.

Refer to [HRSD State Policy 50.020.03](#).

3. **Agency Layoff:** (Use announcement **LO739999** or agency internal IO list). Request your agency layoff list if there are no Injured Worker candidates. This list includes employees who accepted demotion in lieu of layoff and those who have recall rights back to the classification from which they were laid off. Refer to [OAR 105-040-0020](#).

4. **Statewide Reemployment Layoff** - (Use announcement Number **RL739999** with skill code **RLO**). This list is used whether the position you are filling is represented or unrepresented.

This list consists of classified unrepresented, management service, and unclassified executive service employees who **have separated** from State service due to layoff, but does not include employees targeted for layoff. Refer to [OAR 105-040-0020](#).

Request both the classified (C) and management service (X) lists when filling positions with classifications that have both service types.

**Example:** The Program Technician 1 classification has classified and management service positions; pull the following Certificate of Eligibles lists:

- **C0812\***, **RL739999** (with skill code RLO)
- **X0812\***, **RL739999** (with skill code RLO)

**NOTE:** Unclassified Executive Service employees are placed on the list with the classification service type “X”.

When fewer than 5 names appear on the list, you may include additional candidates from:

- Agency Promotion,
- HIRE System,
- Statewide Transfer List,
- Statewide Promotion, and/or
- Open-Competitive Lists.

## Pull The Above Lists First

Recruit ONLY if no names appear on the above lists.

### Optional Lists - [OAR 105-040-0020](#)

(May be used in any order)

If you are unable to appoint a candidate from one of the above lists and a recruitment is conducted, you do not need to request names from the lists again before appointing. However, be sure to retain written documentation that you requested the lists as verification in your recruitment file.

The following options may be used separately or in conjunction with each other after complying with the required lists shown above.

1. **HIRE (HR739999)** - (Hiring Individuals Ready for Employment)

The HIRE System is a way for you to access job-ready qualified individuals with disabilities. Using the HIRE System will help you meet your recruiting needs while increasing the diversity of the State of Oregon's workforce.

2. **Statewide Transfer (TR739999)** - Reference [HRSD State Policy 40.045.01](#)

During heavy layoff times, you are encouraged to use this list as a supplement to other lists in order to access employees who are targeted for layoff.

- Statewide Transfer lists are always open and applications are accepted at any time.
- Applications should be submitted to agency personnel offices for review and data entry. DAS/HRSD Recruitment Services can input applications for non-delegated agencies.
- Current state employees may apply for any classification that is the same or lower salary range as the position in which they are currently working **and** for which they meet the minimum qualifications.
- All employees, except temporary employees, are eligible.

3. **Agency Promotional (AP)** - All current employees (except temporary) of the hiring agency are eligible to apply.

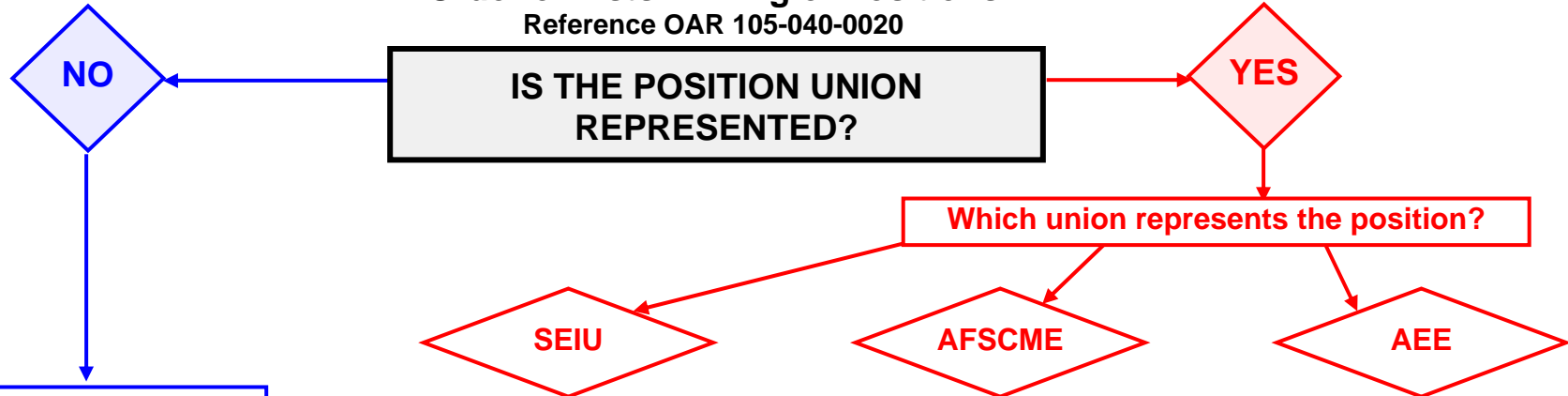
4. **Statewide Promotional (SW)** - All current employees (except temporary) of the State of Oregon (including employees of the Oregon University System (OUS) and The Lottery) are eligible to apply.

5. **Open Competitive (OC)**

Anyone may apply.

- End -

**Order of Lists - Filling of Positions**  
Reference OAR 105-040-0020



**Classified Unrepresented and Management Service**

**Types of Lists & Order of Use:**  
(Reference [OAR 105-040-0020](#))

1. Injured Worker list  
(Reference [OAR 105-040-0020](#))
2. Agency Layoff list  
(Reference [OAR 105-040-0020](#))
3. Statewide Reemployment Layoff list  
(Reference [OAR 105-040-0020](#))
4. After complying with #1, #2, and #3, the Agency may pull from other available lists and the order is optional:
  - HR – HIRE System
  - Outplacement Database (Contact DAS/HRSD for referrals)
  - AP – Agency Promotion
  - SW – Statewide Promotion
  - TR – Statewide Transfer
  - OC – Open Competitive

**Types of Lists & Order of Use:**

1. Lists specified in agency specific and coalition language under Articles 45 and 45.1C through 45.5W on Filling of Vacancies.
2. After complying with #1 or if no lists are specified, refer to Article 45 SEIU central Master agreement on Filling of Vacancies:
  - Agency Layoff list
  - Secondary Recall list (Article 70, Section 11)
3. Injured Worker list, if not specified in #1.  
(Reference [OAR 105-040-0020](#))
4. Statewide Reemployment Layoff list.  
(Reference [OAR 105-040-0020](#))
5. After complying with #1, #2, #3, and #4, the Agency may pull from other available lists and the order is optional
  - HR – HIRE System
  - Outplacement Database (Contact DAS/HRSD for referrals)
  - AP – Agency Promotion
  - SW – Statewide Promotion
  - TR – Statewide Transfer
  - OC – Open Competitive

**Types of Lists & Order of Use:**

1. Lists specified in your agency's CBA on Filling of Vacancies.
2. After complying with #1 or if no lists are specified:
  - Agency Layoff list
  - Secondary Recall list
3. Injured Worker list (if not specified in #1).  
(Reference [OAR 105-040-0020](#))
4. Statewide Reemployment Layoff list.  
(Reference [OAR 105-040-0020](#))
5. After complying with #1, #2, #3, and #4, the Agency may pull from other available lists and the order is optional:
  - HR – HIRE System
  - Outplacement Database (Contact DAS/HRSD for referrals)
  - AP – Agency Promotion
  - SW – Statewide Promotion
  - TR – Statewide Transfer
  - OC – Open Competitive

**Types of Lists & Order of Use:**

1. Agency subsection language under Article 27A, C or 27B on Filling of Vacancies.
2. Injured Worker list  
(Reference [OAR 105-040-0020](#))
3. Agency Layoff list, if not specified in #1.  
(Reference [OAR 105-040-0020](#))
4. Statewide Reemployment Layoff list.  
(Reference [OAR 105-040-0020](#))
5. After complying with #1, #2, #3, and #4, the Agency may pull from other available lists and the order is optional:
  - HR – HIRE System
  - Outplacement Database (Contact DAS/HRSD for referrals)
  - AP – Agency Promotion
  - SW – Statewide Promotion
  - TR – Statewide Transfer
  - OC – Open Competitive

**NOTE:** The above only applies to current 2005-07 collective bargaining agreements (CBA). Consult your current CBA for the most up to date language.



## RANDOM RECRUITMENT GENERAL INFORMATION

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The following applicant lists have been approved for random certification:

| AGENCY SPECIFIC LISTS       |                   |
|-----------------------------|-------------------|
| Human Services Spec 1       | C6657* / LEHS5636 |
| Human Services Spec 2       | C6658* / LEHS5637 |
| Human Services Spec 3       | C6659* / LEHS5638 |
| Social Service Specialist 1 | C6612* / LEHS5557 |
| Revenue Agent 1             | C5110* / LERV0074 |
| Human Services Case Mgr     | C6630* / LEHS1022 |
| Vehicle Emission Tech 1     | C3807* / LE300014 |
| Social Service Specialist 2 | C6613* / LEHS1002 |

To request random approval for a specific recruitment, contact DAS/HRSD Recruitment.

For the random-approved applicant lists shown above, applications are reviewed for minimum qualifications, and data entered into the APPL/CERT system. The score on random lists is always Qualified (QLF).

Random Certification and/or job related test options outlined below may be used for better manageability of the candidate pools.

### DECIDING WHETHER OR NOT TO RANDOM

The system will not certify randomly unless the applicant list has been random approved by DAS/HRSD Recruitment. However, even if the applicant list is Random Approved, there may be some cases in which you don't wish to request a random certificate.

Pull an Information List to find out the size of the applicant pool based on the position-specific criteria. The Information List also provides the number of candidates in each protected class group. Once you have this information, you can request a Certificate of Eligibles list using one of the following options:

1. **Request entire list and interview all:** Obtain a list of eligibles (with or without skill codes) and interview all candidates; **or**
2. **Request a Random List:** Request the number of candidates you want to interview, using the Random Certification Process; **or**
3. **Request entire list and administer a test:** To manage large lists, you may administer a job-related test to everyone on the list to determine whom to interview. For assistance regarding testing contact DAS/HRSD. Using this method, you may determine a cut-off score for contacting candidates in rank order from highest to lowest score. Be sure to add the applicable 5 or 10 veterans' preference points to the final **passing** test score of eligible veterans who have submitted their DD214/DD215 if the points haven't already been credited to their applicant record.



**RANDOM OPTIONS** - The following options may be used with random certification:

- 1) **RANDOM SELECTION** – Obtain a straight random list of candidates from the total applicant pool by indicating the number of names desired. Include applicable skill codes and geographic availability.
- 2) **RANDOM PLUS ALL POC** – The system is set for only straight random, so you must call DAS/HRSD Recruitment before continuing.
  - a) This option should **ONLY** be used when you are below parity for POC employees. **This is the RECOMMENDED method to use when requesting a list with a proportional percentage of ALL Persons of Color (ALL POC) Candidates.** (Refer to the JLST section of the APPL/CERT User Manual).

Using this option will provide a random list, which includes a percentage of all POC candidates proportional to the total applicant pool. Include required applicable skill codes and geographic availability for the position.
- 3) **RANDOM PLUS FEMALE** – This option should **ONLY** be used when you are below parity for female employees within an EEO job group (where women are under-represented in jobs typically held by male employees). Using this option will provide a random list, which includes a percentage of POC candidates proportionate to the total applicant pool.
- 4) **RANDOM PLUS SPECIFIC POC GROUP(s)** - Use this option **ONLY** when your agency has **STRONG JUSTIFICATION** and documentation (i.e., below parity within a specific POC Group) in accordance with the agency's Affirmative Action Plan. The reason for caution with this option is that the percentage of candidates in a specific pool may be so low in comparison to the total candidate pool that selection is not justified as indicated by the Attorney General's office. It could result in giving unfair advantage to a very small number of individuals (i.e., one or two) because their names may be certified every time a random selection is made.

Using this option will provide a list, which includes a percentage of candidates from one or more **specific** POC groups proportionate to the total applicant pool.

Enter the following information on the JLST screen:

- The specific POC group(s) and/or Female candidates you wish to consider;
- The total number of candidates you wish to interview; and
- Applicable skill codes and geographic availability required by the position.

**NOTE:** If the number of candidates in a specific POC or Female group is too low, the system will place the group with the general random pool.

## APPL/CERT RELATED TO RANDOM CERTIFICATION

**1. JLST SCREEN** - Fields 16 through 22 have been added to the "certificate request screen" (JLST) of the APPL/CERT system to accommodate the random certification option.

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JLST PAGE: (1)  
**STATUS DISPLAY**  
 PRINT/ ON-LINE: (2)    OFF-LINE: (3)    DISPLAY: (4)    DELETE: (5)    SSN: (6)  
 CL: (7)    ANN: (8)    AGY: (9)    REQ: (10)    CERT: (11)    TERM: (12)  
 \* PREV CERT NO: (13)    AGENCY: (14)    REQUEST: (15)  
 RANDOM:(16)    ASIAN:(17)    AF AM:(18)    HISPANIC:(19)    NA/AN:(20)    ALL POC:(21)    FEMALE: (22)  
 \* CLASS: (23)  
 ANNOUNCEMENT: (24)  
 \* WORKING CLASS TITLE: (25)  
 TYPE OF LIST: (26)    REPRE: (32)    SR: (33)    TP: (27)    LO: (28)    TR: (29)    SH: (30)    RC: (31)  
 PERM/SEASONAL: (37)    RL: (34)    TE: (35)    OT: (36)  
 PART/FULL-TIME: (38)  
 TOTAL NO. POSITIONS: (39)  
 MAXIMUM NO, NAMES: (40)  
 POSITION NOS: (41)  
 \* GEOGRAPHIC AVAILABILITY: (42)  
 LOCATION OF POSITION: (43)  
 \* CLASS SKILL: (44)  
\* SKILL OPTION: (45)    \* SEX: (46)    \* AGE: (47)  
\* ECONOMICALLY DISADVANTAGED: (48)    \* ANTICIPATED APPOINTMENT DATE: (49)

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## 2. JLST SCREEN DISPLAY AND DEFINITIONS (for fields 16-22 only)

| <u>FIELD</u> | <u>FIELD NAME</u> | <u>COMMENTS</u>  |
|--------------|-------------------|--|
| 16           | RANDOM            | Identifies if random or non-random certificate requested.<br><br>Y = Random certification requested<br>Leave blank for no action   |
| (17-22)      | (See Below)       | Identifies the protected class groups which can be specifically requested.<br>17 = ASIAN<br>18 = AFRICAN AMERICAN<br>19 = HISPANIC<br>20 = NATIVE AMERICAN or ALASKAN NATIVE<br>21 = ALL POC (Persons of Color)<br>22 = FEMALE<br><br>Y = Candidates in this group will be selected proportionate to the total applicant pool. If left blank, these candidates will become part of the total applicant pool. |

**3. CERTIFICATE OF ELIGIBLES PRINTOUT** - Following is an illustration of the first page of a Certificate of Eligibles showing the random-related fields (in bold type).

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\*\*\*CERTIFICATE OF ELIGIBLES\*\*\*    TERM/TIME/DATE    EXPK 14.48.00 07/21/95    REQUEST INFO    CERT INO11

AGENCY 10700    DEPT OF ADMIN SERVICES    EXPIRATION DATE 09/19/95

CLASS C1408\*    OFFICE SPECIALIST 1

| ANNOUNCEMENT            | LE950682  | POC/F | TOTAL #<br>SEL | POC/F<br>GROUP    | MIN<br>CANDS | # ON<br>%% | CERT                          |      |     |
|-------------------------|---|-------|----------------|-------------------|--------------|------------|-------------------------------|------|-----|
|                         |   |       | Y              | <b>ASIAN</b>      | 99999        | 99.9       | 99.9                          | N/A  |     |
| LIST TYPE               | OC  | REPR  | SR             | Y                 | <b>AF AM</b> | 99999      | 99.9                          | 99.9 | N/A |
| PERM/SEAS               | B   |       | Y              | <b>HISPANIC</b>   | 99999        | 99.9       | 99.9                          | N/A  |     |
| PART/FULL TIME          | B   |       | Y              | <b>NA/AN</b>      | 99999        | 99.9       | 99.9                          | N/A  |     |
| TOTAL POSITIONS         | 01  |       |                | <b>ALL POC</b>    | 99999        | 99.9       | 99.9                          | N/A  |     |
| MAX NO NAMES            | 999   |       | Y              | <b>FEMALE</b>     | 99999        | 99.9       | 99.9                          | N/A  |     |
| POSITION NOS            | 9999999   |       |                | <b>TOTAL POOL</b> | 99999        |            | <b>TOTAL CERTIFIED</b>        | N/A  |     |
| GEOGRAPHIC AVAILABILITY | 26C,20D,24M   |       |                |                   |              |            | <b>TOTAL CERTIFIED W/O SH</b> | N/A  |     |
| LOCATION                | VARIOUS   |       |                |                   |              |            |                               |      |     |
| CLASS SKILL             | WIT,IBT,MCT,WNT,APT,OST,WIG,UNG,IBG,MCG,ARG,OSG,WIA,UNA |       |                |                   |              |            |                               |      |     |
| SKILL OPTION            |   |       |                |                   |              |            |                               |      |     |

NOTICE - THE OFFICIAL FILE COPY OF SIGNED REQUESTS, CERTIFICATES, AND DISPOSITION CODES SHALL BE RETAINED AT THE AGENCY LEVEL THREE YEARS.

APPOINTING AUTHORITY \_\_\_\_\_ DATE \_\_\_\_\_

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**Description of fields follows on next page . . .**

4. **DESCRIPTION OF FIELDS:**

Following is an explanation of each field that appears on the front page of the certificate of eligibles:

- SEL           **Selected** - Your certificate will show a "Y" in this column next to each protected group for which you requested specific consideration. If not selected, this field will remain blank.
  
- POC/F  
GROUP       **Persons of Color/Female Group** - Identifies each protected group (either persons of color or female).
  
- TOTAL #  
CANDS       **Total Number of Candidates** - The total number of all active candidates on the list.
  
- POC/F  
of %         **Persons of Color/Female Percent** - This column lists the ratio of each protected group as it relates to the entire candidate pool (i.e. there is a total of 50 candidates with 5 of these (10%) being female; the figure 10.0 would appear in this column for the protected group of "female").
  
- MIN  
%            **Minimum Percent** - This is the control figure for the random selection of protected groups (i.e., if set at 10.0 [10%] and the total pool count is 200, this specific protected group must have 20 candidates available to meet the minimum). If the minimum percent is not met, this protected group becomes part of the "general" candidate pool.

DAS/HRSD Recruitment will analyze the candidate pools and insert minimum percentages. Minimum percentages inserted for the **ALL POC** group will be set at half of parity using the parity figures on the annual Affirmative Action Progress Report.

| <b>Example:</b>                | <u><b>Parity</b></u> | <u><b>Half of Parity</b></u> |
|--------------------------------|----------------------|------------------------------|
| African/American               | 1.8%                 | .9%                          |
| Asian                          | 2.4%                 | 1.2%                         |
| Hispanic                       | 3.6%                 | 1.8%                         |
| Native American/Alaskan Native | <u>1.8%</u>          | <u>.9%</u>                   |
| <b>All POC</b>                 | <b>9.6%</b>          | <b>4.8%</b>                  |
| Women                          | 70.3%                | 35.2%                        |

The default minimum percent for **each POC group** will be set at 99.9% since the numbers in each of the POC groups is so small (and probably below parity). This is to assure the same names aren't certified over and over.

**If your agency is critically below parity in one or more of the POC groups, call DAS/HRSD Recruitment for assistance.**

- # ON  
CERT        **Number on Certificate** - Lists the number of candidates **certified** for each protected group.
  
- ALL POC     All Persons of Color - This row lists the total number of POC groups.
  
- FEMALE     If "female" protected group was selected, the number of female candidates would appear here.
  
- TOTAL POOL** Lists the total of **all candidates** certified.

## SUPPLEMENTING WITH TEMPORARY EMPLOYEES

1. **TEMPORARY EMPLOYEE WRITE-IN** - Use of the TEMPORARY WRITE-IN procedure should encourage equal opportunity and be consistent with your Affirmative Action Plan.

DAS/HRSD encourages you to apply a competitive process when **initially appointing a temporary employee** by creating an interview pool of at least 3 to 5 candidates. This assures fairness, especially in the event you later wish to consider the temporary employee as a "write-in" candidate when filling a permanent job.

Following are examples of various sources available for creating an interview pool for a temporary appointment:

- a. Request an "Information List" from an established recruitment using the TMP skill code along with other skill codes appropriate for the position;
- b. Request an "Information List" from an established recruitment and contacting candidates on the list to see if they are interested in being interviewed for a temporary assignment.

**NOTE:** If you want to use an established recruitment belonging to another agency, please remember to request permission from the agency of record.

- c. Request referrals from your local Employment Department field office;
- d. Advertise via job announcements, ads, targeted referrals, etc.

2. **APPLICABLE LISTS** - Open Competitive lists **only** (temporary employees are not eligible for promotional opportunities).

- a. **WHO IS ELIGIBLE?** Reference [State Policy 40.025.01](#)

(i) A **CURRENT temporary employee** (state temp or contract temp) who:

- **Possesses the same skill codes and availability** selection as those appearing on your agency's Certificate of Eligibles list; **and**
- Is currently active on the applicant list **and** was active on the list **on the day and time the Certificate was pulled; and** one of the following:
  - ▶ Must have worked in your agency for at least **2 months full-time** in the **same position** being filled; **or**
  - ▶ Must have worked in your agency for at least **2 months full-time** in another position that was the **same classification, same type of job** and had similar duties as the position being filled.

(ii) A **FORMER temporary employee** who left your employ within the **last six (6) months** must:

- **Possess the same skill codes and availability** selection as those appearing on your agency's Certificate of Eligibles list; **and**
- Be currently active on the applicant list **and** be active on the list **on the day and time the Certificate was pulled; and** one of the following:
  - ▶ Must have previously worked in your agency for at least **2 months full-time** in the **same position** being filled; **or**
  - ▶ Must have previously worked in your agency for at least **2 months full-time** in **another position** that was the **same classification, same type of job** and had similar duties as the position being filled.

## SUPPLEMENTING WITH JOB ROTATION/DEVELOPMENTAL ASSIGNMENT EMPLOYEES

1. The purpose is to allow an agency to consider a job rotation or developmental assignment employee in the event the candidate's name does not appear on the **Random** certificate on Open Competitive, Agency Promotion, or Statewide Promotion lists.

a. **WHO IS ELIGIBLE?**

- (i) A **CURRENT** job rotation or developmental assignment employee who:
- Is currently active on the applicant list **and** was active on the applicant list **at the time the Certificate was pulled**;
  - **Possesses the same skill codes and availability** selection as those appearing on your Certificate of Eligibles list; **and**
  - One of the following:
    - ▶ Is working in your agency (for at least **2 months full-time**) in the **same position** being filled; **or**
    - ▶ Is working in your agency (for at least **2 months full-time**) in another position that is the **same classification, same type of job** and **similar duties** as the position being filled.
- (ii) A **FORMER** job rotation or developmental assignment employee who left your employ within the **last six (6) months** and:
- Is currently active on the applicant list **and** was active on the applicant list **at the time the Certificate was pulled**;
  - **Possesses the same skill codes and availability** selection as those appearing on your Certificate of Eligibles list; **and**
  - One of the following:
    - ▶ Previously worked in your agency for at least **2 months full-time** in the **same position** being filled, **or**
    - ▶ Previously worked in your agency for at least **2 months full-time** in **another position** that was the **same classification, same type of job** and had **similar duties** as the position being filled.

- END -

# COMPUTER SYSTEM DOCUMENTATION SHEET FOR "RANDOM CERTIFICATION"

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Random certification is used only for **high volume, unranked, Open Competitive or Statewide Promotional lists**. Unranked lists contain names of candidates who meet the minimum qualifications and are given a "Qualified" (QLF) score. Call DAS/HRSD Recruitment to request random approval for applicant lists.

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## WHAT IS RANDOM CERTIFICATION?

- Method by which the system certifies unranked candidates based on the following specifications:
  1. The number of names desired,
  2. The availability criteria, **and**
  3. Skill codes (if required by the position to be filled).

## HOW DOES RANDOM CERTIFICATION WORK?

If a "Random" list is requested, edits in the system will check against the JANI record and a random certificate will be issued if the **JANI** record has a "Y" in the "Random Approved" field.

If you request a random list of **20 names** from the total candidate pool, the system will:

- a. Randomize the list and certify only 20 names if there are **more than 20 candidates** that match the requested criteria,
- b. Not randomize the list if there are **20 or fewer** candidates that match the requested criteria (will simply certify all names).

Contact DAS/HRSD Recruitment if you wish to request a random list with a **guaranteed proportionate percentage of a protected group** in accordance with your affirmative action plan.

- END -

## APPROVAL TO APPOINT SAMPLE LETTER

SUBJECT: Approval to Appoint  
TO: (One Level above Hiring Supervisor)  
FROM: (Hiring Supervisor)  
DATE:

\_\_\_\_\_  
(Candidate's Name) \_\_\_\_\_, has been selected to fill the vacant  
\_\_\_\_\_  
(Classification & Position #) \_\_\_\_\_ position in \_\_\_\_\_  
(Location) \_\_\_\_\_. He/She will  
start on \_\_\_\_\_  
(Date) \_\_\_\_\_ at \_\_\_\_\_  
(Salary Range & Step\*) \_\_\_\_\_.

**(Note: If this is a department employee, please include the following paragraph):**

“This Department of \_\_\_\_\_ employee is transferring from \_\_\_\_\_.  
Request is hereby made for the Human Resource staff to generate a moving letter.” **(There must be 50 miles or more between the two work locations to qualify for moving expenses.)**

**If you approve of this selection, please sign below and forward this memo to the Human Resource Office, Attention: \_\_\_\_\_, with the enclosed list of certified candidates (with disposition codes noted by each candidate's name), the state application forms (PD-100's), all interview notes, and reference checks.**

APPROVED:

\_\_\_\_\_  
(Appointing Authority) \_\_\_\_\_ (Date)

THIS APPROVAL TO APPOINT MAY BE TRANSMITTED EITHER HARD COPY OR E-MAIL

- END -



# APPOINTMENT LETTER SAMPLE

## CLASSIFIED REPRESENTED / UNREPRESENTED

Date

Name

Address

City, State ZIP

RE: Class Number, Class Title

Announcement Number

Working Title

Dear (name):

Congratulations on your recent appointment as (class title) in the Department of (department), (division), effective (date). Your salary will be (\$\_\_\_\_\_) per month. Your immediate supervisor will be (name). We sincerely welcome you as part of our team and hope that you will enjoy working in our Division.

Your first (\_\_\_) months will be a trial service period (see trial service provisions on reverse), which will end (date). You will be accruing eight hours of sick leave and (\_\_\_) hours of vacation leave per month (see vacation accrual on reverse). Vacation leave may be used after you complete (see use of vacation/sick leave on reverse). Sick leave may be used immediately upon accrual. You will be eligible for personal business leave after completing six months of State service (see use of personal business leave on reverse), and you will also be paid for all scheduled holidays.

Health, dental, life, disability, and accidental death Insurances are available to you as a State employee. Details regarding these insurance plans are included in your new employee packet. Contact the Payroll office at (phone number) as soon as possible to inquire about deadlines for enrolling in insurance plans and effective dates of your insurance coverage.

\_\_\_\_\_(union name)\_\_\_\_\_ is the union that represents the classified employees of the Department. If a union represents your position, you will find information about that union in your new employee packet.

If you have any questions regarding your employment, please feel free to contact me.

Sincerely,

(Division Administrator or other designated person)  
(phone number)

cc: Human Resource Manager

**NOTE: Be sure to confirm the following information is correct for your particular agency. These items may vary according to agency and bargaining unit contract.**

**TRIAL SERVICE:**

The trial service period of a classified represented/unrepresented employee shall generally be 6 months but may be up to 12 months based upon specific circumstances which may affect the amount of time needed to demonstrate competency (i.e., the complexity of the job, the length of time required to effectively perform the work, and the length of the agency's initial training program). Part time employees shall serve an equivalent trial service period set by the agency for the specified classification on an hour by hour basis. (i.e., a six month trial service period is equivalent to 1040 hours for a half time employee).

**VACATION ACCRUAL:**

Classified represented/unrepresented employee can earn vacation at the following rates:

|   |              |
|---|--------------|
| First through 60 <sup>th</sup> month              | 8 hrs/month  |
| 61 <sup>st</sup> through 120 <sup>th</sup> month  | 10 hrs/month |
| 121 <sup>st</sup> through 180 <sup>th</sup> month | 12 hrs/month |
| 181 <sup>st</sup> through 240 <sup>th</sup>       | 14 hrs/month |
| After 240 <sup>th</sup> month                     | 16 hrs/month |

**USE OF VACATION/SICK LEAVE:**

For Classified represented/unrepresented employees new to State service, accrued vacation can be used after completion of six months of State Service.

There is no waiting period for use of vacation leave for employees who have completed six months of State service prior to hire into the current position (promotion, demotions, transfers, and reemployments).

**PERSONAL BUSINESS LEAVE:**

Classified represented/unrepresented employees are eligible for personal business leave after six months of State service. Promotional, transferring, and demotion employees do not have a waiting period for use of personal business leave. **Contact your Human Resource Office regarding use of this leave by reemploying employees.**

**- END -**

## APPOINTMENT LETTER SAMPLE EXECUTIVE SERVICE

Date

Name

Address

City, State ZIP

RE: Class Number, Class Title  
Announcement Number  
Working Title

Dear **(name)**:

Congratulations on your recent appointment as **(class title)** in the Department of **(department)**, **(division)**, effective **(date)**. Your salary will be **(\$\_\_\_\_\_)** per month. Your immediate supervisor will be **(name)**. We sincerely welcome you as part of our team and hope that you will enjoy working in our Division.

Your position as an Executive Service employee is an 'at will' appointment. You will be accruing eight hours of sick leave and **(\_\_)** hours of vacation leave per month (see vacation accrual on reverse). You may use your Vacation leave after completing six months of State service. (see use of vacation/sick leave on reverse). Sick leave may be used immediately upon accrual. You will be eligible for personal business leave after completing six months of State service (see use of personal business leave on reverse), and you will also be paid for all scheduled holidays.

Health, dental, life, disability, and accidental death Insurances are available to you as a State employee. Details regarding these insurance plans are included in your new employee packet. Contact the Payroll office at **(phone number)** as soon as possible to inquire about deadlines for enrolling in insurance plans and effective dates of your insurance coverage.

If you have any questions regarding your employment, please feel free to contact me.

Sincerely,

(Division Administrator or other designated person)  
(phone number)

cc: Human Resource Manager

**NOTE: Be sure to confirm the following information is correct for your particular agency. These items may vary according to agency and bargaining unit contract.**

### **TRIAL SERVICE:**

Executive Service employees are not subject to trial service.

### **VACATION ACCRUAL:**

Executive Service employees can earn vacation at the following rates:

|   |                 |
|---|-----------------|
| First through 60 <sup>th</sup> month              | 10 hrs/month    |
| 61 <sup>st</sup> through 120 <sup>th</sup> month  | 11.34 hrs/month |
| 121 <sup>st</sup> through 180 <sup>th</sup> month | 13.34 hrs/month |
| 181 <sup>st</sup> through 240 <sup>th</sup> month | 15.34 hrs/month |
| After 240 <sup>th</sup> month                     | 17.34 hrs/month |

### **USE OF VACATION/SICK LEAVE:**

For Executive Service employees new to State service, accrued vacation can be used after completion of six months of State Service.

There is no waiting period for use of vacation leave for employees who have completed six months of State service prior to hire into the current position (promotion, demotions, transfers, and reemployments).

The Department Director may grant alternative sick and vacation leave benefits to eligible Executive Service employees appointed from outside State service in accordance with [DAS/HRSD State Policy 60.000.20](#). **Contact your Human Resource Office for information.**

### **PERSONAL BUSINESS LEAVE:**

Executive Service employees are eligible for personal business leave after six months of State service. Promotional, transferring, and demotion employees do not have a waiting period for use of personal business leave. **Contact your Human Resource Office regarding use of this leave by reemploying employees.**

- END -

# APPOINTMENT LETTER SAMPLE MANAGEMENT SERVICE

**Date**

**Name**

**Address**

**City, State ZIP**

**RE:     Class Number, Class Title  
          Announcement Number**

**Working Title**

Dear **(name)**:

Congratulations on your recent appointment as **(class title)** in the Department of **(department)**, **(division)**, effective **(date)**. Your salary will be **(\$\_\_\_\_\_)** per month. Your immediate supervisor will be **(name)**. We sincerely welcome you as part of our team and hope that you will enjoy working in our Division.

As a Management Service employee you will have a trial service period of **(\_\_)** months which will end **(date)**. You will be accruing eight hours of sick leave and **(\_\_)** hours of vacation leave per month (see vacation accrual on reverse). Vacation leave may be used after you complete (see use of vacation/sick leave on reverse). Sick leave may be used immediately upon accrual. You will be eligible for personal business leave after completing six months of State service (see use of personal business leave on reverse), and you will also be paid for all scheduled holidays.

Health, dental, life, disability, and accidental death Insurances are available to you as a State employee. Details regarding these insurance plans are included in your new employee packet. Contact the Payroll office at **(phone number)** as soon as possible to inquire about deadlines for enrolling in insurance plans and effective dates of your insurance coverage.

If you have any questions regarding your employment, please feel free to contact me.

Sincerely,

**(Division Administrator or other designated person)**  
**(Phone number)**

cc: Human Resource Manager

**NOTE: Be sure to confirm the following information is correct for your particular agency. These items may vary according to agency and bargaining unit contract.**

**TRIAL SERVICE:**

Trial service periods for new hires and promotions to Management Service may be established for up to 12 months in accordance with [DAS/HRSD State Policy 40.065.01](#). Trial service periods may also be established for transfers, demotions, and reemployments to Management Service depending on the circumstances. Contact your Human Resource Office for specific applicability.

**VACATION ACCRUAL:**

Management Service employees can earn vacation at the following rates:

|   |                 |
|---|-----------------|
| First through 60 <sup>th</sup> month              | 10 hrs/month    |
| 61 <sup>st</sup> through 120 <sup>th</sup> month  | 11.34 hrs/month |
| 121 <sup>st</sup> through 180 <sup>th</sup> month | 13.34 hrs/month |
| 181 <sup>st</sup> through 240 <sup>th</sup> month | 15.34 hrs/month |
| After 240 <sup>th</sup> month                     | 17.34 hrs/month |

**USE OF VACATION/SICK LEAVE:**

For Management Service employees new to State service, accrued vacation can be used after completion of 6 months of State Service.

There is no waiting period for use of vacation leave for employees who have completed six months of State service prior to hire into the current position (promotion, demotions, transfers, and reemployments).

The Department Director may grant alternative sick and vacation leave benefits to eligible Management Service employees appointed from outside State service in accordance with [DAS/HRSD State Policy 60.000.20](#). **Contact your Human Resource Office for information.**

**PERSONAL BUSINESS LEAVE:**

Management Service employees are eligible for personal business leave after six months of State service. Promotional, transferring, and demotion employees do not have a waiting period for use of personal business leave. **Contact your Human Resource Office regarding use of this leave by reemploying employees.**

**- END -**

# INTERVIEW GUIDELINES FOR PANEL MEMBERS

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This information will provide you with a basic understanding of the interview process - such as:

- ♦ Your role as an Interview Panel Member;
- ♦ The interviewing procedures; and
- ♦ Rating candidates.

Your willingness to give your time and energy to serve as an Interview Panel Member is greatly appreciated. You were chosen for your ability to evaluate the candidates as their knowledge and skills relate to the position being filled.

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## THE INTERVIEW

### Your functions as an Interview Panel Member:

The interview process is an important factor that affects the results of the interviews, as well as the candidate's view of the process.

As an Interview Panel Member, it is your responsibility to help set the tone of the interview.

- Create an atmosphere in which the candidates can present their qualifications to the fullest extent.
- Evaluate each candidate's capacity and suitability to perform the duties of the classification.
- Rate and score candidates according to observed factors relevant to job elements.

### Your Role In The Interview:

Before the interview, you or one of the other Panel Members will be appointed Chairperson. Prior to beginning, the Chairperson will:

- Review the nature of the job setting and job requirements (i.e. knowledge and skills required for the job and any special qualifications set forth in the recruiting announcement).
- Plan the interviewing procedures to be followed. This includes reviewing the approved questions to be asked, discussing response criteria for each question, and assigning specific questions to each Panel Member.
- Each panel member should be given a list of the interview candidates. If a panel member cannot objectively evaluate an applicant, they must withdraw and another panel member must be found immediately.
- Arrange interview room to assure a comfortable, relaxed environment, including visible access to a clock if the interview is to be time-limited.
- Discuss and interpret rating factors when questions arise.
- Review and discuss legal and administrative regulations.

Applications have already been screened for minimum qualifications prior to the interview. You will also have an opportunity to review each candidate's application form before or during the interview process.

## **CANDIDATES**

Candidates are asked to arrive a little before their scheduled interview time.

## **QUESTIONING CANDIDATES**

Every effort should be made to make the candidate as comfortable as possible. Be sure to introduce all of the Panel Members.

The State of Oregon is an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate against any person because of age, ethnicity, gender, national origin, religious affiliation, disability, or any other non-merit factors.

During the interview, questions and statements should be avoided that refer to those areas. All questions and statements should always be directly job related.

Each Panel Member should actively participate in every interview. No one member of the Panel should dominate the interview.

Questions should be short and concise and require an answer of some length. Avoid questions that can be answered with “yes” or “no”.

Don't ask leading questions that bias a candidate's answer or seem to show your preference for an answer.

Don't hesitate to probe a candidate for an answer. Rephrase a question if you think doing so will elicit additional information.

Ask candidates to explain their answers. Ask “why” or “why not”. It is not safe to assume that behavior displayed in an interview will be carried over into work situations

Before a candidate is thanked for appearing and the interview is concluded, the Interview Panel Chair should ask if there is anything further that the candidate would like to add. The candidate should also be told when to expect notification of the results of the interview.

All candidates should be allowed to fully present their qualifications and they should leave the interview knowing they had an opportunity to present their qualifications to a courteous, thoughtful audience.

## **RATING CANDIDATES**

After each candidate has left the room, you may discuss and identify each candidate's strengths and weaknesses as they relate to the required functions of the position.

Ratings may be done individually after each candidate has left the room, or as a joint discussion after several candidates completed their interviews. Each Panel Member may want to contribute to this discussion; however, you should not discuss actual scores.



You will have an Examination Rating Form that lists all rating factors for each candidate. Each factor should be rated independently of others. By doing this, you avoid what is known as the “halo effect”. (The “halo effect” is the tendency to rate candidates high or low on all factors based on an overall general impression. It’s not unusual for candidates to do well on one factor and poorly on another.)

You may make comments on the rating form. Comments should be concise and indicate specific strong points or shortcomings of the candidate. Comments of a personal, non-job related nature should not be made on the rating sheet.

The rating forms you complete are interview records and are available for review by candidates. Each form should be signed and dated.

**- END -**

# INVITATION TO INTERVIEW

## SAMPLE LETTER #1

Date

Name

Address

City, State ZIP

RE: **Class Number, Class Title**  
**Announcement Number**

You applied for and were accepted as a qualified candidate for a **(Classification & Working Title)** position with our agency. This position is located **(location)** in the **(Section)** of the Department of **(department)**.

A position description (or job announcement) which provides information about this position is enclosed. **(Optional: In addition to the minimum qualifications for this classification, this position requires special skills or experience in: \_\_\_\_\_)**. You will need to assess whether or not you meet these additional requirements.

If you would like to schedule an interview, please call **(name)** at **(phone number)** by **(date)**. Hearing impaired individuals may call the TDD access number at **(number)** between 8 a.m. and 5 p.m. If you need accommodation to participate in the interview process, let us know when you make your interview appointment. Please bring a current state application to the interview.

If you prefer to decline this interview opportunity, you still need to call to let us know you would like your name to remain active on this list. If we do not receive a response from you by **(date, give the applicant at least 5 days)**, **you will not be considered for this position. In addition, your name will be removed from this state hiring list.**

We look forward to hearing from you.

**Supervisors Name**

**Section/Division**

**Phone Number**

- END -

## INVITATION TO INTERVIEW SAMPLE LETTER #2

Date

Name  
Address  
City State Zip

Dear Mr./Ms.:

Your name has been certified to the (Department) as a candidate for the position of \_\_\_\_\_(CLASS TITLE) \_\_\_\_\_. This is a \_\_\_(PERM/SEAS/LIMITED DURATION, \_\_\_(FULL-TIME/PART-TIME)\_\_\_ position and is located in \_\_\_\_\_(CITY/LOCATION)\_\_\_\_\_.

The salary for this position is \$ (first step) to \$ (last step) .

Please contact \_\_\_\_\_(name)\_\_\_\_\_ at \_\_\_\_\_(area code/phone #)\_\_\_\_\_, no later than 5:00 p.m. on \_\_\_(DATE - A MINIMUM OF 7 TO 10 DAYS)\_\_\_, whether or not you are interested in an interview.

If you do not respond, your name will be removed from this hiring list. Additionally, if you are declining an interview for this position, please include the reason at the time of your response. If you have chosen to interview for this position, please be prepared to submit a current state application form (PD100) at the time of the interview. If you need reasonable accommodation to participate in the interview process, please let us know when you make your appointment.

Sincerely,

(Name)  
(Title)

- END -

## INTERVIEW CONFIRMATION SAMPLE LETTER

Date

Name  
Address  
City State Zip

Dear Mr./Ms.:

This letter will confirm your scheduled interview on (date) at (time) at the \_\_\_\_\_ Department for the position of (class/working title). Enclosed is a copy of a (city) map for your convenience in locating our office.

If you need reasonable accommodations to attend the interview, please notify (contact name) at least 24 hours in advance.

Thanks again for your interest in this position. If you have any questions please contact (name and phone number of contact and/or supervisor).

Sincerely,

Supervisor  
Title

Enclosure

- END -

## NOT SELECTED FOR INTERVIEW SAMPLE LETTER

Date

Name  
Address  
City State Zip

Dear Mr./Ms.:

Thank you for your interest in applying for the position of (class/working title) with the Department of \_\_\_\_\_.

We were pleased to have had the opportunity to consider your employment application for the position, although you were not selected to receive an interview.

Again, thank for your interest in employment with the Department of \_\_\_\_\_.

Sincerely,

(Name)  
(Title)

- END -

## INTERVIEWED - NOT SELECTED SAMPLE LETTER #1

Date

Name  
Address  
City State Zip

Dear Mr./Ms.:

I wanted to take just a moment to let you know we have selected someone for our (class/working title) position. It was a difficult process as we had a very good applicant pool.

In addition I want to thank you for your interest in seeking a job with the Department of \_\_\_\_\_ and for participating in our recruitment process. I appreciate the time you spent interviewing with us.

Sincerely,

(Name)  
(Title)

- END -

## INTERVIEWED - NOT SELECTED SAMPLE LETTER #2

Date

Name  
Address  
City State Zip

Dear Mr./Ms.:

I wanted to take just a moment to let you know we have selected someone for our (class/working title) position. It was a difficult process as we had a very good applicant pool.

In addition I want to thank you for your interest in seeking a job with the Department of \_\_\_\_\_ and for participating in our recruitment process. I appreciate the time you spent interviewing with us.

Sincerely,

(Name)  
(Title)

- END -

## **REFERENCE INFORMATION CONFIDENTIAL**

Announcement Number:

Individual Completing Reference:

Section:

Class Title:

Class Number:

Position Number:

Introduce yourself to person, identify that you are doing a reference check and ask if they have a few minutes to talk to you about the individual. Assure them that any information they share is confidential and will only be shared with the hiring manager.

Applicant's Name:

Reference Name: Telephone:

Firm Name & Location:

Relationship to Applicant (direct supervisor/co-worker, etc.):

Employment Dates:

What were his/her job duties while employed by you?

Describe Quality of work:

Were they able to meet assignment deadlines and time frames?

Attitude with which person approaches their work:

Did this person supervise subordinate staff? How many? (only if pertains):

Would you describe their strong points:

Are there any areas they need development in?



Learning Ability: Have you had an opportunity to observe their learning ability/or how do you perceive their learning ability

Ability to Work Independently - During course of employment did they work independently (how did they do):

Ability to Follow Directions: How did they take direction from you? (open discussions / communications when they disagreed; were they able to support management's direction when they disagreed; were they receptive to your suggestions?):

Verbal Communication Skills - Talk with me about verbal communication skills:

Writing Skills - Talk with me about written communication skills:

Relationship with Others: Tell me about their relationship with others (customers and/or co-workers, management):

What kind of customer service skills did/do they have? Can you give an example?

Attendance - How would you describe this person's attendance?

If you could recommend training or development, classes, or workshops for this person, what areas would they be in?

Would You Rehire?            Yes \_\_\_            No \_\_\_

Summary Evaluation: Would you like to add anything you think we should know about this person as we make our hiring decision?

Comments:

**- END -**

# EMPLOYMENT VERIFICATION PROCEDURES

## RELEASING INFORMATION

### INFORMATION, WHICH **MAY BE RELEASED**:

- Class title
- Monthly salary
- Duration (permanent, seasonal, limited duration, full/part time, etc)
- Date employment began with the state
- Work phone number
- Pay basis (hourly, salaried, partial month, etc)

### INFORMATION, WHICH **MAY NOT BE RELEASED**:

- Social Security Number
- Home address and phone number

## ACCESSING INFORMATION

### AGENCIES WITHOUT REMOTE ACCESS –

Information must be obtained from the employee's most recent personnel action within your personnel files

### AGENCIES WITH REMOTE ACCESS -

Information may be obtained from the PBEV screen of the PPDB Personnel System for employment verification (see your PPDB Manual for assistance).

**NOTE:** **REQUEST IN WRITING**

You may require all verifications to be requested in writing - this documentation could be beneficial if ever questioned.

- END -

**REQUEST AND AUTHORIZATION TO RELEASE INFORMATION,  
RELEASE OF LIABILITY/ CLAIMS,  
AND AGREEMENT NOT TO SUE**

**(This Form Will Be Provided To All Former Employers)**

TO WHOM IT MAY CONCERN:

I the undersigned, have applied for employment with the State of Oregon, Department of \_\_\_\_\_. I request and authorize you to furnish to the Oregon Department of \_\_\_\_\_ any and all information you may have regarding my employment, including but not limited to, evaluations or assessments of my job performance and educational records.

You may be furnished with an Employment Verification Form used by the Oregon Department of \_\_\_\_\_ to elicit and verify information related to my suitability for employment. I request and authorize you to provide the information requested on the form, and return the completed form to the Oregon Department of \_\_\_\_\_, or to participate in a phone or in-person interview with a representative of the Department in which you provide the information requested on the form to the Department's representative.

In consideration of your cooperation with this request, I hereby release you, and any and all other persons employed by or connected with your agency/ and or organization from any and all liability and/or claims now or in the future arising from the furnishing of any information, including good faith expressions of opinion, to the Oregon Department of \_\_\_\_\_ as requested. I further agree not to sue the Oregon Department of \_\_\_\_\_, you, or any and all other persons employed by or connected with your agency/organization as a result of the furnishing of any information, including good faith expressions of opinion, to the Oregon Department of \_\_\_\_\_.

I am aware and understand that the information and good faith opinions furnished to the Oregon Department of \_\_\_\_\_ pursuant to this request will remain confidential with the Department if requested by you, and will not be disclosed to me or to any other person, except as required by law.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTE:** Photocopy or FAX reproduction of this request shall be for all intents and purposes as valid as the original.  
You may retain this form for your files.

**- END -**

# **EMPLOYER DISCLOSURE INFORMATION**

## **OREGON REVISED STATUTE 30.178 RELATING TO ACTIONS AGAINST FORMER EMPLOYER FOR DISCLOSURE OF INFORMATION**

30.178 Liability of employer for disclosing information about employee to new employer; no action based on compelled self-publication. (1) An employer who discloses information about a former employee's job performance to a prospective employer of the former employee upon request of the prospective employer or of the former employee is presumed to be acting in good faith and, unless lack of good faith is shown by a preponderance of the evidence, is immune from civil liability for such disclosure or its consequences. For purposes of this section, the presumption of good faith is rebutted upon a showing that the information disclosed by the employer was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS chapter 659.

(2) An action for defamation may not be maintained against an employer by an employee who is terminated by the employer based on a claim that in seeking subsequent employment the former employee will be forced to reveal the reasons given by the employer for the termination. [1995 c.330 s.1; 1997 c.754 s.1]

Copied from: <http://landru.leg.state.or.us/ors/030.html>

**- END -**

## **RECRUITMENT MANUAL - Chapter E Lists, Forms & Miscellaneous**

Agency Assignment List

Agency Listing

- Alpha
- Numerical

Bargaining Unit Representation Codes

City & County Codes by City

- by County

Classification Listing

Definitions

Grade Notice Letter

MQ Change Request Guide

- MQ Change Request Form

Position Description Information

Reject Letter

Request For Certification Form

Retention

Transmittal Sheet

## AGENCY ASSIGNMENT LISTING

### Contact DAS/HRSD Recruitment for assistance with:

- Reviewing & Grading Applications
- Agency Consultation
- Extending Close Dates
- Adopting Lists
- Developing Announcements
- Developing Exams

### RECRUITMENT SPECIALIST

Beth Vergara  
(503) 373-7677

[Beth.Vergara@das.state.or.us](mailto:Beth.Vergara@das.state.or.us)

Janet Miller  
(503) 378-6334

[Janet.L.Miller@das.state.or.us](mailto:Janet.L.Miller@das.state.or.us)

| Agency                                       | Specialist |
|--|------------|
| Accountancy, Board of                        | Jan        |
| Administrative Services, Dept of             | Jan        |
| Adult & Family Services Division (DHS)       | Jan        |
| Agriculture, Dept. of                        | Jan        |
| Asian Affairs, Commission on                 | Beth       |
| Aviation, Dept of                            | Beth       |
| Black Affairs, Commission on                 | Beth       |
| Blind, Commission for the                    | Beth       |
| Boards & Commissions not listed              | Beth       |
| Children & Families, Comm. to                | Beth       |
| Children's Trust Fund                        | Jan        |
| Community Colleges and Workforce Development | Beth       |
| Construction Contractors Board               | Beth       |
| Consumer & Business Services, Dept. of       | Jan        |
| Corrections, Dept. of                        | Beth       |
| Criminal Justice Commission                  | Jan        |
| Dispute Resolution Committee                 | Jan        |
| Eastern Oregon Hosp. & Trng. Ctr.            | Jan        |
| Education, Dept. of                          | Jan        |
| Educational Policy & Planning Commission     | Beth       |
| Employee Relations Board                     | Beth       |
| Employment Department                        | Beth       |
| Energy, Office of                            | Jan        |
| Environmental Quality, Dept. of              | Jan        |
| Fish & Wildlife, Dept. of                    | Beth       |
| Forestry, Dept. of                           | Beth       |
| Geology & Mineral Industries                 | Jan        |
| Governor's Office                            | Beth       |
| Health Division                              | Jan        |
| Health Licensing Office                      | Beth       |
| Health Related Licensing Bds.                | Jan        |
| Hispanic Affairs, Commission on              | Beth       |
| Housing Agency                               | Jan        |
| Human Services, Dept. of                     | Jan        |

| Agency                                     | Specialist               |
|--|--------------------------|
| Investigators, Board of                    | Jan                      |
| Justice, Dept. of                          | Beth                     |
| Labor & Industries, Bureau of              | Beth                     |
| Land Conservation & Dev.                   | Beth                     |
| Lands, Division of State                   | Beth                     |
| Landscape Contractors Board                | ----- (Semi-Independent) |
| Library, Oregon State                      | Jan                      |
| Liquor Control Commission, Oregon          | Beth                     |
| Marine Board, Oregon State                 | Jan                      |
| Medical Examiners, Board of                | Jan                      |
| Mental Health Division                     | Jan                      |
| Military Department                        | Jan                      |
| Nursing, Board of                          | Jan                      |
| Oregon Economic & Community Dev. Dept.     | Beth                     |
| Oregon Govt Standards & Practices Comm     | Beth                     |
| Oregon State Hospital                      | Jan                      |
| Oregon Student Assistance Commission       | Beth                     |
| Oregon Youth Authority                     | Beth                     |
| Parks & Recreation, Dept. of               | Beth                     |
| Psychologists Examiners Board              | Jan                      |
| Public Employees Retirement Sys.           | Jan                      |
| Public Safety Standards & Training, Brd on | Jan                      |
| Public Utility Commission                  | Jan                      |
| Real Estate Agency                         | Beth                     |
| Revenue, Dept. of                          | Jan                      |
| Secretary of State                         | Beth                     |
| Senior & Disabled Services Division (DHS)  | Jan                      |
| State Fair & Expo Center, Oregon           | Beth                     |
| State Fire Marshall                        | Jan                      |
| State Police, Dept. of                     | Beth                     |
| Tax Practitioners, Board of                | Beth                     |
| Teacher's Standards & Practices            | Beth                     |
| Transportation, Dept. of                   | Jan                      |
| Treasury, Dept. of                         | Jan                      |
| Veterans' Affairs, Dept. of                | Jan                      |
| Vocational Rehabilitation Division (DHS)   | Jan                      |
| Water Resources Dept.                      | Jan                      |
| Women, Commission for                      | Beth                     |

- END -

## AGENCY LISTING - ALPHABETICAL

| Agency No. | Agency Name                      | Agency No. | Agency Name  |       |                                  |
|------------|----------------------------------|------------|--|-------|----------------------------------|
| 12000      | Accountancy, Board of            | 83300      | <b>Health Related Licensing Boards</b><br>Clinical Social Workers, Bd of<br>Dentistry, Board of<br>Dietitians, Board of Examiners<br>Massage Technicians, Brd of<br>Mortuary and Cemetery Board<br>Naturopathic Exam, Bd of<br>Nurs Home Adm Exam, Bd of<br>Occupational Therapy Lic Bd<br>Optometry, Board of<br>Pharmacy, Board of<br>Physical Therapist Lic Bd<br>Prof Counselors & Therapists<br>Psychologist Exam, Bd of<br>Radiologic Technology, Board of<br>Sanitarians Registration Board<br>Speech Pathology & Audiology<br>Veterinary Med Exam Bd |       |                                  |
| 10700      | Administrative Services, Dept of |            |  |       |                                  |
| 60300      | Agriculture, Dept of             |            |  |       |                                  |
| 91600      | Architect Examiners, Board of    |            |  |       |                                  |
| 11200      | Asian Affairs, Commission for    |            |  |       |                                  |
| 10900      | Aviation Department              |            |  |       |                                  |
| 11700      | Black Affairs, Commission for    |            |  |       |                                  |
| 58500      | Blind, Commission for            |            |  |       |                                  |
| 11000      | Capitol Planning Commission      |            |  |       |                                  |
| 42300      | Children & Families, Comm on     |            |  |       |                                  |
| 81100      | Chiropractic Examiners, Bd of    |            |  |       |                                  |
| 35000      | Columbia River Gorge Comm        |            |  |       |                                  |
| 58600      | Comm Colleges & Wrkfrce Dev.     |            |  |       |                                  |
| 91500      | Construction Contractors Board   |            |  |       |                                  |
| 44000      | Consumer & Business Serv         |            |  |       |                                  |
| 29100      | Corrections, Dept of             |            |  |       |                                  |
| 21300      | Criminal Justice Commssion       |            |  | 11800 | Hispanic Affairs, Commission for |
| 10700      | DAS / HRSD                       |            |  | 91400 | Housing & Comm Serv Dept         |
| 40500      | Disabilities Commission, Oregon  |            |  | 10000 | Human Services, Dept of          |
| 17300      | Dispute Resolution Commission    |            |  | 42500 | Indian Services, Leg Comm        |
| 19600      | District Attys/Deputies (13700)  | 44200      | Insurance Pool Governing Bd  |       |                                  |
| 12300      | Economic & Community Dev Dept    | 11300      | Investigators, Board of  |       |                                  |
| 58100      | Education, Dept of               | 19800      | Judicial Dept  |       |                                  |
| 47100      | Employment Department            | 17500      | Judicial Fitness Comm  |       |                                  |
| 11500      | Employment Relations Board       | 13700      | Justice, Dept of   |       |                                  |
| 33000      | Energy, Office of                | 83900      | Labor and Industries, Bureau of  |       |                                  |
| 34000      | Environmental Quality, Dept of   | 66000      | Land Conserv & Dev, Dept of  |       |                                  |
| 62200      | Fair and Exposition Center       | 66200      | Land Use Board of Appeals  |       |                                  |
| 63500      | Fish and Wildlife, Dept of       | 92100      | Landscape Contractors Board  |       |                                  |
| 62800      | Forest Resources Institute       | 15600      | Legislative Administration   |       |                                  |
| 62900      | Forestry Dept                    | 54300      | Library, Oregon State  |       |                                  |
| 63200      | Geology & Mineral Ind Dept       | 84500      | Liquor Control Commission  |       |                                  |
| 12100      | Governor, Office of              | 11400      | Long Term Care Ombudsman   |       |                                  |
| 19900      | Govt Stand & Practices Comm      | 17700      | Lottery Commission   |       |                                  |
| 83100      | Health Licensing Office          | 25000      | Marine Board   |       |                                  |
|            |                                  | 84700      | Medical Examiners, Board of  |       |                                  |
|            |                                  | 24800      | Military Dept  |       |                                  |
|            |                                  | 85100      | Nursing, Board of  |       |                                  |



## AGENCY LISTING - ALPHABETICAL

| Agency No. | Agency Name                       |
|------------|-----------------------------------|
| 57500      | Oregon Student Assistance Comm    |
| 97100      | Oregon Corrections Enterprises    |
| 41500      | Oregon Youth Authority            |
| 73410      | Parks and Recreation Dept         |
| 25500      | Parole/Post Prison Supv, Bd of    |
| 25700      | Police, Oregon State              |
| 39900      | Psychiatric Security Review Board |
| 18200      | Public Defender                   |
| 45900      | Public Empl Retirement System     |
| 25900      | Public Sfty Stds & Trng, Dept. of |
| 86000      | Public Utility Commission         |
| 86200      | Racing Commission                 |
| 91900      | Real Estate Agency                |

| Agency No. | Agency Name                     |
|------------|---------------------------------|
| 15000      | Revenue, Dept of                |
| 16500      | Secretary of State              |
| 14100      | State Lands, Division of        |
| 57500      | Student Assistance Commission   |
| 11900      | Tax Service Examiners, Board of |
| 58400      | Teacher Stan & Pract Comm       |
| 73000      | Transportation, Dept of         |
| 17000      | Treasury, Oregon State          |
| 27400      | Veterans Affairs, Dept of       |
| 69100      | Watershed Enhancement Board     |
| 69000      | Water Resources Dept            |
| 11600      | Women, Commission for           |

- END -



| <b>Agency Name</b>                            | <b>Agency No.</b> | <b>Agency Name</b>                                  | <b>Agency No.</b> |
|---|-------------------|---|-------------------|
| Counselors & Therapists, Brd. of Professional | 83300<br>00412    | Veterinary Medical Examining Board                  | 83300<br>00429    |
| Dentistry, Board of                           | 83300<br>00413    | Labor and Industries, Bureau of                     | 83900             |
| Examrs of Licensed Dietitians, Brd            | 83300<br>00414    | Liquor Control Commission, Oregon                   | 84500             |
| Massage Technicians, Brd of                   | 83300<br>00416    | Medical Examiners, Board of                         | 84700             |
| Mortuary and Cemetery Board                   | 83300<br>00417    | Military Department , Oregon (Federal)              | 84800             |
| Naturopathic Examiners, Brd of                | 83300<br>00418    | Nursing, Board of                                   | 85100             |
| Nursing Home Admn ExamBrd                     | 83300<br>00419    | Public Utility Commission                           | 86000             |
| Occupational Therapy Licensing Brd            | 83300<br>00420    | Racing Commission                                   | 86200             |
| Optometry, Board of (semi-independent agency) | 83300<br>00422    | Housing & Community Services                        | 91400             |
| Pharmacy, Board of                            | 83300<br>00423    | Construction Contractors' Board                     | 91500             |
| Physical Therapist Licensing Board            | 83300<br>00424    | Engineering/Land Surveyors. Exam (Semi-independent) | 91700             |
| Psychologist Examiners, Board of              | 83300<br>00425    | Real Estate   | 91900             |
| Radiologic Technology, Board of               | 83300<br>00426    | Landscape Contractors' Board                        | 92100             |
| Sanitarians Registration Board                | 83300             | Oregon Corrections Enterprises                      | 97100             |
| Speech Pathology & Audiology                  | 83300<br>00428    |   |                   |

- END -

## BARGAINING UNIT REPRESENTATION CODES

| KEY       | ABBREVIATION    | DESCRIPTION                      |
|-----------|-----------------|----------------------------------|
| A.....    | AFSCME          |                                  |
| AA.....   | AFSCME-COR..... | AFSCME AT CORRECTIONS            |
| AAO.....  | AF COR OTH..... | EXCEPT OSP & OWCC                |
| AAON..... | AF COR OTH..... | EXCEPT OSP & OWCC - NON SECURITY |
| AAOS..... | AF COR OTH..... | EXCEPT OSP & OWCC - SECURITY     |
| AAP.....  | AF COR OSP..... | OSP & OWCC                       |
| AAPN..... | AF COR OSP..... | OSP & OWCC - NON SECURITY        |
| AAPS..... | AF COR OSP..... | OSP & OWCC - SECURITY            |
| AB.....   | AFSCME-CCB..... | CONSTRUCTION CONTRACTORS BOARD   |
| AC.....   | AFSCME-CSD..... | AFSCME AT CHILDRENS SERVICES     |
| ACC.....  | AF CSD CLS..... | CSD-CLASSIFIED EMPLOYEES         |
| ACU.....  | AF CSD UNC..... | CSD-UNCLASSIFIED EMPLOYEES       |
| AD.....   | AFSCME-DEQ..... | AFSCME AT ENVIRONMENTAL QUALITY  |
| AF.....   | AFSCME-FML..... | AFSCME AT FIRE MARSHALL          |
| AG.....   | AFSCME-LCD..... | AFSCME AT LAND CONSERVATION      |
| AL.....   | AFSCME-LCC..... | AFSCME AT LIQUOR CONTROL COMM    |
| AM.....   | AFSCME-MHD..... | AFSCME AT MENTAL HEALTH DIVISION |
| AMD.....  | AFSCME-DEN..... | AFSCME MHD/COR DENTISTS          |
| AMG.....  | AF MHD GH.....  | MENTAL HEALTH GROUP HOMES        |
| AMH.....  | AF MHD OSH..... | STATE HOSPITAL                   |
| AMP.....  | AF MHD PYS..... | MHD-PHYSICIANS                   |
| AP.....   | AFSCME-PB.....  | PAROLE BOARD                     |
| AR.....   | AFSCME EST..... | REAL ESTATE                      |
| AT.....   | AFSCME BLD..... | BUILDING CODES AGENCY            |
| B.....    | BOARD.....      | BOARD & COMMISSION MEMBERS       |
| E.....    | AEE.....        | AEE - ENGINEERS                  |
| F.....    | FOPPO.....      | FOPPO - PROBATION OFFICERS       |
| G.....    | GCIU.....       | GCIU - GRAPHIC COMMUNICATIONS    |
| J.....    | JDCL BRNCH..... | JUDICIAL BRANCH                  |
| JE.....   | JDCL ELECT..... | JUDICIAL - ELECTED OFFICIALS     |
| JM.....   | JDCL MGT.....   | JUDICIAL - MANAGEMENT            |
| JU.....   | JDCL UNREP..... | JUDICIAL - UNREPRESENTED         |
| JUA.....  | JDCL UNREP..... | JUDICIAL - UNREPRESENTED         |
| JUL.....  | JDCL LD.....    | JUDICIAL - LIMITED DURATION      |
| K.....    | LOTTERY.....    | LOTTERY                          |
| KA.....   | LOTT UNREP..... | LOTTERY - UNREPRESENTED          |
| KB.....   | LOTT MGT.....   | LOTTERY - MANAGEMENT             |
| KC.....   | LOTT EXMPT..... | LOTTERY - EXEMPT                 |
| L.....    | LEG BRANCH..... | LEGISLATIVE BRANCH               |
| LA.....   | LEG MGMT.....   | LEG BRANCH - SESSION             |
| LAM.....  | LEG MGMT.....   | LEG BRANCH - SESSION EMPLOYEES   |
| LAMA..... | LEG MGMT.....   | LEG BRANCH - SESSION ELIG        |
| LAMM..... | LEG MGMT.....   | LEG BRANCH - SESSION ELIG MGT    |
| LAMN..... | LEG MGMT.....   | LEG BRANCH - SESSION NOT ELIG    |

## BARGAINING UNIT REPRESENTATION CODES

| KEY       | ABBREVIATION     | DESCRIPTION                        |
|-----------|------------------|------------------------------------|
| LC.....   | LEG MGMT .....   | LEG BRANCH - COMMISSION MEMBER     |
| LE.....   | LEG MGMT .....   | LEG BRANCH - ELECTED OFFICIALS     |
| LI.....   | LEG MGMT .....   | LEG BRANCH - INTERIM SECRETARY     |
| LIM.....  | LEG MGMT .....   | LEG BRANCH - INTERIM SECRETARY     |
| LIMI..... | LEG MGMT .....   | LEG BRANCH - INTERIM SEC ELIG      |
| LIMN..... | LEG MGMT .....   | LEG BRANCH - INTERIM SEC NELIG     |
| LM.....   | LEG MGMT .....   | LEG BRANCH - MANAGEMENT            |
| LMM.....  | LEG MGMT .....   | LEG BRANCH - MANAGEMENT            |
| LS.....   | LEG MGMT .....   | LEG BRANCH - SUPPORT               |
| LSM.....  | LEG MGMT .....   | LEG BRANCH - SUPPORT               |
| LSMN..... | LEG MGMT .....   | LEG BRANCH - SUPPORT NO ELIG       |
| LSMS..... | LEG MGMT .....   | LEG BRANCH - SUPPORT ELIG          |
| M.....    | MANAGEMENT ..... | MANAGEMENT EMPLOYEES               |
| ME.....   | EXEC SVC.....    | EXECUTIVE SERVICE                  |
| MEA.....  | EX SVC AST ..... | EXEC SVC - PRINCIPLE ASSTS         |
| MED.....  | EX SVC DIR ..... | EXEC SVC - DIRECTOR/DEPUTIES       |
| MEO.....  | EX SVC OTH.....  | EXEC SVC - OTHERS (SECRETARY)      |
| MES.....  | EX SVC OSP.....  | EXEC SVC - ST POLICE OFFICIAL      |
| MM.....   | MGT SVC.....     | MANAGEMENT SERVICE                 |
| MMC.....  | MGT CONFID.....  | MGT SVC - CONFIDENTIAL             |
| MMI.....  | MGT COMMUN ..... | MGT SVC - COMMUNITY OF INTEREST    |
| MMS.....  | MGT SUPV .....   | MGT SVC - SUPERVISORY              |
| MN.....   | UNCL EXCLD.....  | UNCLASS - EXCLUDED                 |
| MNE.....  | UNCL EXCLD.....  | UNCLASS - EXCLUDED                 |
| MNS.....  | UNCL OSP .....   | UNCLASS - EXCLUDED ST POLICE       |
| MO.....   | EXEC ELECT.....  | EXEC BRANCH - ELECTED OFFICIAL     |
| N.....    | ONA .....        | OREGON NURSES ASSOCIATION          |
| NM.....   | ONA MHD .....    | ONA AT MENTAL HEALTH DIVISION      |
| NME.....  | ONA MHD EO ..... | ONA AT EAST OREGON PSYCH CENTER    |
| NMF.....  | ONA MHD FV.....  | ONA AT FAIRVIEW TRAINING CENTER    |
| NMG.....  | ONA MHD GH.....  | ONA AT MHD GROUP HOMES             |
| NMT.....  | ONA MHD ET.....  | ONA AT EAST OREGON TRAINING CENTER |
| O.....    | OPEU.....        | OREGON PUBLIC EMPLOYEES UNION      |
| OA.....   | OPEU.....        | OPEU PUBLIC EMPLOYEES              |
| OB.....   | OPEU SEAS.....   | OPEU - SEASONALS                   |
| OC.....   | OPEU RACNG.....  | OPEU - RACING COMMISSION           |
| OD.....   | OPEU-OSH.....    | OPEU AT OR STATE HOSPITAL          |
| OE.....   | OPEU-OSCI.....   | OPEU AT CORRECTIONS                |
| OEG.....  | OPEU-COR G ..... | OPEU AT CORRECTIONS - GUARD        |
| OEN.....  | OPEU-COR N ..... | OPEU AT CORRECTIONS - NONSECURITY  |
| OES.....  | OPEU-COR S.....  | OPEU AT CORRECTIONS - SECURITY     |
| OM.....   | OPEU VRDMC ..... | OPEU-VRD MED CONSULTANTS           |
| P.....    | OLPNA .....      | LICENSED PRACTICAL NURSES          |
| R.....    | OEA .....        | OREGON EDUCATION ASSOCIATION       |
| RC.....   | OEA-HMEA C.....  | OEA/JMEA - CSD                     |
| RE.....   | OEA/SSEA E.....  | OEA/SSEA - DEPT OF EDUCATION       |

## BARGAINING UNIT REPRESENTATION CODES

| KEY       | ABBREVIATION    | DESCRIPTION                    |
|-----------|-----------------|--------------------------------|
| S.....    | OSPOA.....      | OR STATE POLICE OFFICERS ASSN  |
| SC.....   | OSPOA-CLAS..... | OSPOA CLASSIFIED               |
| SS.....   | OSPOA-SRGT..... | OSPOA SERGEANTS                |
| SU.....   | OSPOA-UNCL..... | OSPOA UNCLASSIFIED             |
| T.....    | TEAMSTERS.....  | TEAMSTERS                      |
| U.....    | UNREP.....      | UNREPRESENTED                  |
| UA.....   | UNREP.....      | UNREPRESENTED                  |
| UB.....   | UNREP-DEQ.....  | UNREP - ENVIRONMENTAL QUALITY  |
| X.....    | OTHER.....      | OTHER                          |
| XA.....   | TEMPS.....      | TEMPORARIES                    |
| XB.....   | NON-ST WK.....  | NON-STATE WORKERS              |
| XBA.....  | AC MILITRY..... | ACTIVE - MILITARY              |
| XBB.....  | F GPARENTS..... | FOSTER GRANDPARENTS            |
| XBC.....  | IND BLIND.....  | INDUSTRIES FOR THE BLIND       |
| XBD.....  | MIGRANT WK..... | MIGRANT WORKERS                |
| XBE.....  | WRKSHP WK.....  | PATIENT/SHELTERED WORKSHOP WKR |
| XBF.....  | TMP STFAIR..... | TEMPORARY STATE FAIR WORKERS   |
| XBFA..... | TMP STFAIR..... | TEMPORARY STATE FAIR WORKERS   |
| XBFB..... | TMP STFAIR..... | TEAMSTERS AT STATE FAIR        |
| XBG.....  | COR IMATE.....  | CORRECTION INMATE WORKERS      |
| XBH.....  | VOLUNTEERS..... | VOLUNTEERS                     |
| XC.....   | CONTRACTOR..... | CONTRACTORS                    |
| XD.....   | COND EMPL.....  | CONDITIONAL EMPLOYEE           |
| Z.....    | UNKNOWN.....    | CONVERSION ENTRY FOR UNKNOWN   |

- END -

# CITY CODES ALPHABETICAL

|                |     |
|----------------|-----|
| Ada            | 20  |
| Adams          | 30A |
| Adel           | 19  |
| Adrian         | 23  |
| Agate Beach    | 21  |
| Agnes          | 08  |
| Ainsworth      | 14  |
| Airlie         | 27  |
| Albany         | 22A |
| Alder Springs  | 09  |
| Alderwood      | 20  |
| Algoma         | 18  |
| Alicel         | 31  |
| Alkalai Lake   | 18  |
| Alleghany      | 06  |
| Alameda        | 17  |
| Aloha          | 34  |
| Alpine         | 02  |
| Alsea          | 02  |
| Alsea          | 27  |
| Alvadore       | 20  |
| Amity          | 36A |
| Andrews        | 13  |
| Antelope       | 33A |
| Applegate      | 15  |
| Arago          | 06  |
| Arboretum      | 02  |
| Arch Cape      | 04  |
| Arlington      | 11A |
| Armitage       | 20  |
| Arock          | 23  |
| Ashland        | 15A |
| Ashwood        | 16  |
| Astoria        | 04A |
| Athena         | 30B |
| Aumsville      | 24A |
| Aurora         | 24B |
| Austin         | 12A |
| Azalea         | 10  |
| Baker City     | 01A |
| Bald Peak      | 26  |
| Ballston       | 27  |
| Bandit Springs | 16  |
| Bandon         | 06A |
| Banks          | 34A |
| Bar View       | 29  |
| Barlow         | 03A |
| Basque         | 23  |

|                 |     |
|-----------------|-----|
| Battle Mountain | 30  |
| Battle Rock     | 08  |
| Bay City        | 29A |
| Beach Creek     | 12  |
| Beachside       | 21  |
| Bear Paw        | 33  |
| Beatty          | 18  |
| Beaver          | 29  |
| Beavercreek     | 03  |
| Beaverton       | 34B |
| Belknap Springs | 20  |
| Bend            | 09A |
| Benson          | 14  |
| Beverly Beach   | 21  |
| Big Elk         | 21  |
| Big Springs     | 22  |
| Biggs           | 28  |
| Bigham Springs  | 30  |
| Birkenfeld      | 05  |
| Birseye Spring  | 15  |
| Blachly         | 20  |
| Black Rock      | 27  |
| Blackbutte      | 20  |
| Blaine          | 29  |
| Blalock         | 11  |
| Blank Canyon    | 20  |
| Blodgett        | 02  |
| Blue Pool       | 20  |
| Blue River      | 20  |
| Bly             | 18  |
| Boardman        | 25A |
| Bonanza         | 18A |
| Bonneville      | 26  |
| Booth           | 10  |
| Boring          | 03  |
| Bourne          | 01B |
| Boyd            | 33  |
| Bradley         | 04  |
| Bradwood        | 04  |
| Breitenbush     | 24  |
| Bridal Veil     | 26  |
| Bridge          | 06J |
| Bridgeport      | 01  |
| Brighton        | 29  |
| Brightwood      | 03  |
| Broadbent       | 06  |
| Brockway        | 10  |
| Brogan          | 23  |
| Brookings       | 08A |
| Brooks          | 24  |
| Brothers        | 09  |

|                     |     |
|---------------------|-----|
| Brownsboro          | 15  |
| Brownsmead          | 04  |
| Brownsville         | 22B |
| Buchanan Springs    | 13  |
| Buck Springs        | 20  |
| Buena Vista         | 27  |
| Bullards Beach      | 06  |
| Burns               | 13A |
| Butte Falls         | 15B |
| Buxton              | 34  |
| Cabin Creek         | 10  |
| Camas Mountain      | 10  |
| Camas Valley        | 10  |
| Camp Namanu         | 03  |
| Camp Sherman        | 16  |
| Camp White          | 15  |
| Campy<br>Withycombe | 03  |
| Canby               | 03B |
| Cannon Beach        | 04  |
| Canyon City         | 12B |
| Canyonville         | 10A |
| Cape Arago          | 06  |
| Cape Lookout        | 29  |
| Cape Perpetua       | 21  |
| Cape Sebastion      | 08  |
| Capitol Hill        | 10  |
| Carlton             | 36B |
| Carson              | 01  |
| Carter Lake         | 10  |
| Cascade Locks       | 14A |
| Cascade Summit      | 18  |
| Cascadia            | 22  |
| Casey               | 15  |
| Catherine Creek     | 31  |
| Cave Junction       | 17A |
| Cayuse              | 30  |
| Cecil               | 25  |
| Cedar Mill          | 26  |
| Celilo              | 33  |
| Central Point       | 15C |
| Champoeg            | 36  |
| Chandler            | 19  |
| Charleston          | 06K |
| Chemawa             | 24  |
| Chemult             | 18  |
| Cherry Grove        | 34  |
| Cherryville         | 03  |
| Cheshire            | 20  |
| Chiloquin           | 18B |
| Clackamas           | 03L |
| Clatskanie          | 05A |

|                     |     |
|---------------------|-----|
| Clifton             | 04  |
| Cline Falls         | 09  |
| Cloverdale          | 29  |
| Coburg              | 20A |
| Cold Springs        | 30  |
| Collier             | 18  |
| Colton              | 03  |
| Columbia City       | 05B |
| Condon              | 11B |
| Coos Bay            | 06B |
| Coquille            | 06C |
| Corbett             | 26F |
| Cornelius           | 34C |
| Cornucopia          | 01C |
| Corvallis           | 02A |
| Cottage Grove       | 20B |
| Cougar              | 07  |
| Courtrock           | 12  |
| Cove                | 31A |
| Cove Orchard        | 36  |
| Cove Palisades      | 16  |
| Cow Canyon          | 28  |
| Crabtree            | 22  |
| Crane               | 13B |
| Crater Lake         | 18  |
| Crawfordsville      | 20  |
| Crescent            | 18  |
| Creswell            | 20C |
| Crooked Crk Springs | 23  |
| Crown Point         | 14  |
| Culp Creek          | 20  |
| Culver              | 16A |
| Curtin              | 10  |
| Cushman             | 20  |
| Cutler City         | 21  |
| Dabney              | 26  |
| Dairy               | 18  |
| Dale                | 12  |
| Dallas              | 27A |
| Dant                | 33  |
| Days Creek          | 10  |
| Dayton              | 36C |
| Dayville            | 12C |
| Deadwood            | 20  |
| Dee                 | 14  |
| Deer Island         | 05  |
| Delake              | 21  |
| Dellwood            | 21  |
| Denio               | 05  |
| Denmark             | 08  |
| Depoe Bay           | 21F |

|                   |     |
|-------------------|-----|
| Deschutes River   | 09  |
| Detroit           | 24C |
| Devils Elbow      | 20  |
| Devils Lake       | 21  |
| Devils Punch Bowl | 21  |
| Dexter            | 20  |
| Diamond           | 13  |
| Diamond Lake      | 10  |
| Dillard           | 10  |
| Dilley            | 34  |
| Dimmick           | 14  |
| Disson            | 20  |
| Dixie             | 01  |
| Donald            | 24D |
| Dooley Mountain   | 01  |
| Dorena            | 20  |
| Dorris            | 20  |
| Drain             | 10B |
| Drew              | 10  |
| Drewsey           | 13C |
| Dryden            | 17  |
| Dufur             | 33B |
| Duncan            | 30  |
| Dundee            | 36D |
| Durkee            | 01  |
| Dyer              | 11  |
| E R Corbett       | 16  |
| Eagle Point       | 15D |
| Eastside          | 06D |
| Echo              | 30C |
| Ecola             | 04  |
| Eddyville         | 21  |
| Eel Lake          | 10  |
| Elgin             | 31B |
| Elk City          | 21  |
| Elk Lake          | 09  |
| Elkton            | 10C |
| Elmira            | 20  |
| Elsie             | 04  |
| Emigrant Springs  | 30  |
| Empire            | 06E |
| Enterprise        | 32A |
| Erratic Rock      | 36  |
| Estacada          | 03C |
| Eugene            | 20D |
| Fairview          | 26A |
| Fall Creek        | 20  |
| Falls City        | 27B |
| Farewell Bend     | 01J |
| Farmer Creek      | 29  |
| Fern Ridge        | 03  |

|                 |     |
|-----------------|-----|
| Ferrin          | 20  |
| Fields          | 13  |
| Finn Rock       | 20  |
| Flora           | 32  |
| Florence        | 20E |
| Forest Grove    | 34D |
| Fort Klamath    | 18  |
| Fort Rock       | 19  |
| Fort Stevens    | 04  |
| Fossil          | 35A |
| Foster          | 22  |
| Four Mile       | 06  |
| Fox             | 12  |
| Freewater       | 30D |
| Frenchglen      | 13  |
| Friend          | 33C |
| Frog Lake       | 03  |
| Gales Creek     | 34  |
| Garden Home     | 34  |
| Gardener        | 10  |
| Garibaldi       | 29B |
| Gaston          | 34E |
| Gates           | 24E |
| Gateway         | 16  |
| Gaylord         | 06  |
| Gearhart        | 04B |
| Gervais         | 24F |
| Gibbon          | 30  |
| Gilchrist       | 18F |
| Gladstone       | 03D |
| Glenada         | 20  |
| Glendale        | 10D |
| Gleneden Beach  | 21  |
| Glenwood        | 34  |
| Glide           | 10  |
| Goble           | 05C |
| Gold Beach      | 08B |
| Gold Hill       | 15E |
| Goose Lake Rec  | 07  |
| Goshin          | 20  |
| Government Camp | 03M |
| Grande Ronde    | 27  |
| Granite         | 12D |
| Grants Pass     | 17B |
| Grass Valley    | 28A |
| Grayback        | 17  |
| Greenleaf       | 20  |
| Greensprings    | 15  |
| Gresham         | 26B |
| H. R. Meadows   | 14  |
| Haines          | 01D |



|                  |     |
|------------------|-----|
| Halfway          | 01E |
| Halsey           | 22C |
| Hamilton         | 12  |
| Hamlet           | 04  |
| Hamlet           | 04  |
| Hammond          | 04C |
| Hampton          | 09  |
| Harbor           | 08  |
| Hardman          | 25B |
| Harlan           | 21  |
| Harney           | 13D |
| Harper           | 23  |
| Harriman         | 18  |
| Harris Beach     | 08  |
| Harrisburg       | 22D |
| Hat Rock         | 30  |
| Hauser           | 06  |
| Hebo             | 29  |
| Helix            | 30E |
| Helmick          | 27  |
| Hendricks Bridge | 20  |
| Heppner          | 25C |
| Hereford         | 01  |
| Hermiston        | 30F |
| Hilgard Junction | 31  |
| Hillsboro        | 34F |
| Hines            | 13E |
| Hoffmann         | 06  |
| Holland          | 17  |
| Holley           | 22  |
| Holman           | 27  |
| Homestead        | 01  |
| Honeyman         | 20  |
| Hood River       | 14B |
| Horton           | 20  |
| Hoskins          | 02  |
| Hot Lake         | 31  |
| House Rock       | 22  |
| Hubbard          | 24G |
| Hugo             | 17  |
| Humbug           | 08  |
| Huntington       | 01F |
| Hutchison        | 10  |
| Idanha           | 24H |
| Idlewind         | 13  |
| Idleyld          | 10  |
| Imbler           | 31C |
| Imnaha           | 32  |
| Independence     | 27C |
| Indian Ford      | 09  |
| Ione             | 25D |

|                  |     |
|------------------|-----|
| Ironside         | 23  |
| Irrigon          | 25  |
| Island City      | 31D |
| Izee             | 12  |
| J T Kimball      | 18  |
| J. Kirk Springs  | 12  |
| Jacksonville     | 15F |
| Jamieson         | 23  |
| Jasper           | 20  |
| Jefferson        | 24I |
| Jennings Lodge   | 03  |
| Jewello          | 04  |
| John Day         | 12E |
| Jordan Valley    | 23A |
| Joseph           | 32B |
| Junction City    | 20F |
| Juntura          | 23B |
| Kamela           | 30  |
| Keasey           | 05  |
| Keating          | 01  |
| Keno             | 18  |
| Kent             | 28  |
| Kerby            | 17  |
| Kernville        | 21  |
| Kimberly         | 12  |
| Kings Valley     | 02  |
| Kinzua           | 35  |
| Klamath Falls    | 18C |
| Klaskanine River | 04  |
| Klondike         | 28  |
| Knappa           | 04  |
| Lacomb           | 22  |
| Lafayette        | 36E |
| Lagrande         | 31E |
| Lake Grove       | 03  |
| Lake Oswego      | 03H |
| Lakecreek        | 15  |
| Lakeshore        | 24  |
| Lakeside         | 06F |
| Lakeview         | 19A |
| Lampman          | 15  |
| Langlois         | 08  |
| Lapine           | 09D |
| Latourell Falls  | 26  |
| Laurelhurst      | 15  |
| Lawen            | 13  |
| Leaburg          | 20  |
| Lebanon          | 22E |
| Lee's Camp       | 29  |
| Lewis & Clark    | 26  |
| Lexington        | 25E |

|                   |     |
|-------------------|-----|
| Limberlost        | 22  |
| Lime              | 01  |
| Lincoln           | 27  |
| Lincoln City      | 21A |
| Lindsey Creek     | 14  |
| Linslaw           | 20  |
| Lodd Canyon       | 31  |
| Logsden           | 21  |
| Lonerock          | 11C |
| Long Creek        | 12F |
| Lookingglass      | 10  |
| Lorane            | 20  |
| Lost Creek        | 21  |
| Lost Lake         | 22  |
| Lostine           | 32C |
| Lowell            | 20  |
| Lyons             | 22J |
| Mabel             | 20  |
| Madras            | 16B |
| Malin             | 18D |
| Manning           | 34  |
| Manzanita         | 29C |
| Mapleton          | 20  |
| Maplewood         | 26  |
| Marcola           | 20  |
| Marial            | 08  |
| Marion            | 24  |
| Marion Forks      | 22  |
| Marks Creek       | 07  |
| Marquam           | 03  |
| Marshland         | 05  |
| Marylhurst        | 03N |
| Maupin            | 33D |
| Mayville          | 11  |
| Mccoy             | 27  |
| Mccredie Springs  | 20  |
| Mciver State Park | 03  |
| Mckenzie Bridge   | 20J |
| Mckinley          | 06  |
| Mcleod            | 15  |
| Mcminnville       | 36F |
| Mcnary            | 30  |
| Meacham           | 30M |
| Medford           | 15G |
| Medical Springs   | 31  |
| Mehama            | 24  |
| Memaloose         | 33  |
| Merlin            | 17  |
| Merrill           | 18E |
| Metolius          | 16C |
| Metolius River    | 09  |

|                  |     |
|------------------|-----|
| Metzger          | 34  |
| Midland          | 18  |
| Mike Bauer       | 21  |
| Mikkalo          | 11  |
| Mill City        | 24J |
| Miller           | 28  |
| Millican         | 09  |
| Millicoma Grove  | 06  |
| Milo             | 10  |
| Milton Freewater | 30G |
| Milwaukie        | 03E |
| Minam            | 32  |
| Mist             | 05  |
| Mitchell         | 35B |
| Modoc Point      | 18  |
| Mohawk           | 20  |
| Mohler           | 29  |
| Molalla          | 03F |
| Monitor          | 24  |
| Monmouth         | 27D |
| Monroe           | 02B |
| Monument         | 12G |
| Morgan           | 25  |
| Morro            | 28B |
| Mosier           | 33E |
| Mount Hood       | 14  |
| Mt. Angel        | 24K |
| Mt. Vernon       | 12H |
| Muir Creek       | 10  |
| Mulino           | 04  |
| Murphy           | 17  |
| Myrtle Creek     | 10E |
| Myrtle Point     | 06G |
| Nashville        | 21  |
| Nehalem          | 29D |
| Nelscott         | 21  |
| Neotsu           | 21  |
| Neptune          | 20  |
| Neskowin         | 29  |
| Netarts          | 29  |
| New Bridge       | 01  |
| New Pine Creek   | 19D |
| Newberg          | 36G |
| Newport          | 21B |
| North Bend       | 06H |
| North Plain      | 34  |
| North Powder     | 31F |
| North Santiam    | 24  |
| Norway           | 06  |
| Noti             | 20  |
| Nyssa            | 23C |

|                 |     |
|-----------------|-----|
| Oak Grove       | 03  |
| Oakland         | 10F |
| Oakridge        | 20G |
| Obrian          | 17  |
| Ocean Beach     | 20  |
| Oceanlake       | 21  |
| Oceanside       | 29  |
| Ochoco          | 07  |
| Odell           | 14  |
| Odell Lake      | 20  |
| Olene           | 18  |
| Olex            | 11  |
| Ontario         | 23D |
| Ophir           | 08  |
| Orchard         | 22  |
| Ordnance        | 30  |
| Oregon Caves    | 17  |
| Oregon City     | 03G |
| Orengo          | 34G |
| Oretech         | 18  |
| Oretown         | 29  |
| Oswald West     | 29  |
| Otis            | 21  |
| Otter Crest     | 21  |
| Owyhee Dam      | 23  |
| Ox Bow Springs  | 14  |
| Pacific City    | 29  |
| Packard Creek   | 20  |
| Painted Hills   | 35  |
| Paisley         | 19B |
| Paradise        | 20  |
| Park Place      | 03  |
| Parkdale        | 14  |
| Patterson       | 21  |
| Paulina         | 07  |
| Pendleton       | 30H |
| Perrydale       | 27  |
| Philomath       | 02C |
| Phoenix         | 15H |
| Pilot Butte     | 09  |
| Pilot Rock      | 30I |
| Pine            | 01  |
| Pistol River    | 08  |
| Pittsburg       | 05  |
| Pleasant Valley | 01  |
| Plush           | 20  |
| Pollaly Cap     | 14  |
| Pondosa         | 31  |
| Ponsler         | 20  |
| Port Orford     | 08C |
| Portland        | 26C |

|                     |     |
|---------------------|-----|
| Post                | 07  |
| Powell Butte        | 07  |
| Powers              | 06I |
| Prairie City        | 12I |
| Prescott            | 05D |
| Princeton           | 13  |
| Prineville          | 07A |
| Prospect            | 15K |
| Provolt             | 15  |
| Quincy              | 05  |
| Rainier             | 05E |
| Rattlesnake Springs | 01  |
| Red Bridge          | 31  |
| Redmond             | 09B |
| Reedsport           | 10G |
| Reedville           | 34  |
| Remote              | 06  |
| Rhododendron        | 03  |
| Richland            | 01G |
| Richmond            | 35  |
| Rickreall           | 27  |
| Riddle              | 10H |
| Rieth               | 30  |
| Riley               | 13  |
| Ritter              | 12  |
| Riverside           | 23  |
| Riverton            | 06  |
| Robin Hood          | 14  |
| Robinett            | 01  |
| Rockaway            | 29E |
| Rocky Creek         | 21  |
| Rogue River         | 15I |
| Rome                | 23  |
| Rooster Rock        | 26  |
| Rose Lodge          | 21  |
| Roseburg            | 10I |
| Roy                 | 34  |
| Rufus               | 28  |
| Saddle Mountain     | 04  |
| Saginaw             | 20  |
| Saint Benedict      | 24  |
| Salem               | 24M |
| Salmon River        | 03  |
| Salt Creek          | 20  |
| Sams Valley         | 15  |
| Sand Lake           | 29  |
| Sandy               | 03I |
| Santiam Junction    | 03  |
| Sauvie Island       | 05  |
| Sawyer Park         | 09  |
| Scappoose           | 05G |

|                  |     |
|------------------|-----|
| Scio             | 22F |
| Scotts Mills     | 24N |
| Scottsburg       | 10  |
| Seal Rock        | 21  |
| Seaside          | 04D |
| Selma            | 17  |
| Senaca           | 12  |
| Service Creek    | 35  |
| Shady Cove       | 15  |
| Shady Dell       | 20  |
| Shaniko          | 33F |
| Sheaville        | 23  |
| Shedd            | 22  |
| Sheldon          | 35  |
| Sheridan         | 36H |
| Sheridan Wayside | 14  |
| Sherwood         | 34H |
| Shevlin          | 18  |
| Shore Acres      | 06  |
| Siletz           | 21C |
| Siltcoos         | 20  |
| Silver Lake      | 19C |
| Silverton        | 24O |
| Silvies          | 12  |
| Simnasho         | 33  |
| Siskiyou         | 15  |
| Sisters          | 09C |
| Sitkum           | 06  |
| Sixes            | 08  |
| Skipanom         | 04  |
| Snake River      | 23  |
| Sodaville        | 22G |
| South Beach      | 21G |
| South Junction   | 33  |
| South Lapine     | 18  |
| Sparta           | 01  |
| Sprague River    | 18  |
| Spray            | 35  |
| Springbrook      | 36  |
| Springfield      | 20H |
| St. Helens       | 05F |
| St. Paul         | 24L |
| Stan             | 12  |
| Stanfield        | 30J |
| Starvation Creek | 14  |
| Stayton          | 24P |
| Sublimity        | 24Q |
| Succor Creek     | 23  |
| Summer Lake      | 19  |
| Summerville      | 31G |
| Summit           | 02  |

|                 |     |
|-----------------|-----|
| Sumner          | 06  |
| Sumpter         | 01H |
| Sunny Valley    | 17  |
| Sunset Bay      | 06  |
| Sunset Springs  | 04  |
| Suntex          | 13  |
| Susan Creek     | 10  |
| Susanville      | 12  |
| Sutherlin       | 10J |
| Suttle Lake     | 16  |
| Sutton Lake     | 20  |
| Svensen         | 04  |
| Sweet Home      | 22H |
| Swishome        | 20  |
| Taft            | 21  |
| Tahkenitch Lake | 10  |
| Takilma         | 17  |
| Talbot          | 26  |
| Talent          | 15J |
| Tangent         | 22  |
| Telocaset       | 31  |
| Ten Mile Lake   | 06  |
| Tenmile         | 10  |
| Terrebonne      | 09E |
| The Dalles      | 33G |
| Thomas Condon   | 12  |
| Thurston        | 20  |
| Tidewater       | 21  |
| Tiernan         | 20  |
| Tigard          | 34J |
| Tillamook       | 29F |
| Tillasqua River | 04  |
| Tiller          | 10  |
| Timber          | 34  |
| Toledo          | 21D |
| Tollgate        | 34  |
| Top             | 12  |
| Tou Velle       | 15  |
| Trail           | 15L |
| Trent           | 20  |
| Troutdale       | 26D |
| Troy            | 32  |
| Tualatin        | 34I |
| Tubb Springs    | 15  |
| Tugman          | 06  |
| Tumalo          | 09  |
| Turner          | 24R |
| Twin Bridge     | 03  |
| Twin Rocks      | 29  |
| Tygh Valley     | 33  |
| Ukiah Dale      | 30  |

|                   |     |
|-------------------|-----|
| Umapine           | 30  |
| Umatilla          | 30K |
| Umpqua Lighthouse | 10  |
| Umpqua River      | 10  |
| Umpqua Wayside    | 10  |
| Union             | 31H |
| Union Creek       | 15  |
| Unity             | 01  |
| Vale              | 23E |
| Valley Falls      | 20  |
| Valley Junction   | 27  |
| Valsetz           | 27  |
| Van               | 13  |
| Vance Creek       | 12  |
| Venator           | 13  |
| Veneta            | 20I |
| Vernonia          | 05H |
| Vida              | 20  |
| Viento            | 14  |
| Wagontire         | 13  |
| Wahkeena Pond     | 02  |
| Waldport          | 21E |
| Wallowa           | 32D |
| Walterville       | 20  |
| Walton            | 20  |
| Wamic             | 33  |
| Warm Springs      | 16  |
| Warren            | 05  |
| Warrenton         | 04E |
| Wasco             | 28C |
| Washburn          | 02  |
| Waterloo          | 22I |
| Wauna             | 04  |
| Wecoma Beach      | 21  |
| Wedderburn        | 08  |
| Welches           | 03  |
| Wemme             | 03  |
| Wendling          | 20  |
| West Linn         | 03J |
| Westfall          | 23F |
| Westfir           | 20  |
| Weston            | 30L |
| Westport          | 04  |
| Wetmore           | 01  |
| Wheeler           | 29G |
| White City        | 15  |
| Whiteson          | 36  |
| Whitney           | 01I |
| Wilbur            | 10  |
| Wilderville       | 17  |
| Willamina         | 27E |

|                       |     |
|-----------------------|-----|
| Williams              | 17  |
| Williamson<br>(Maude) | 24  |
| Willow Creek          | 29  |
| Willowcreek           | 23  |
| Wilson Game Area      | 02  |
| Wilsonville           | 03K |
| Winchester            | 10  |
| Winchester Bay        | 06  |

|              |     |
|--------------|-----|
| Winston      | 10  |
| Wolfcreek    | 17  |
| Wonder       | 17  |
| Wood Village | 26E |
| Woodburn     | 24S |
| Woodson      | 05  |
| Woodward     | 31  |
| Worden       | 18  |

|          |     |
|----------|-----|
| Wren     | 22  |
| Wygant   | 14  |
| Yachats  | 21  |
| Yamhill  | 36I |
| Yoncalla | 10K |
| Zigzag   | 03  |

- END -

# COUNTY & CITY CODES

Listed by County

| METROPOLITAN AREAS   |  |   |
|--|--|---|
| <b>EMA Eugene Metro Area</b><br>(Cottage Grove, Eugene, Springfield, Sweet Home, Veneta) | <b>PMA Portland Metro Area</b><br>(Beaverton, Clackamas, Gresham, Hillsboro, Lake Oswego, Milwaukie, Oregon City, Portland, Tigard, Troutdale) | <b>SMA Salem Metro Area</b><br>(Albany, Dallas, McMinnville, Monmouth/ Independence, Sublimity, Salem/Keizer, Woodburn) |

| <b>BAKER</b>              |
|---------------------------|
| <b>01A</b> Baker City     |
| <b>01</b> Bridgeport      |
| <b>01B</b> Bourne         |
| <b>01</b> Carson          |
| <b>01C</b> Cornucopia     |
| <b>01</b> Dixie           |
| <b>01</b> Dooley Mountain |
| <b>01</b> Durkee          |
| <b>01J</b> Farewell Bend  |
| <b>01D</b> Haines         |
| <b>01E</b> Halfway        |
| <b>01</b> Hereford        |
| <b>01</b> Homestead       |
| <b>01F</b> Huntington     |
| <b>01</b> Keating         |
| <b>01</b> Lime            |
| <b>01</b> New Bridge      |
| <b>01</b> Pine            |
| <b>01</b> Pleasant Valley |
| <b>01</b> Rattlesnake Spr |
| <b>01G</b> Richland       |
| <b>01</b> Robinett        |
| <b>01</b> Sparta          |
| <b>01H</b> Sumpter        |
| <b>01</b> Unity           |
| <b>01</b> Wetmore         |
| <b>01I</b> Whitney        |
| <b>BENTON</b>             |
| <b>02</b> Alpine          |
| <b>02</b> Alsea           |
| <b>02</b> Arboretum       |
| <b>02</b> Blodgett        |
| <b>02A</b> Corvallis      |
| <b>02</b> Hoskins         |
| <b>02</b> Kings valley    |
| <b>02B</b> Monroe         |
| <b>02C</b> Philomath      |
| <b>02</b> Summit          |
| <b>02</b> Wahkeena Pond   |
| <b>02</b> Washburn        |
| <b>CLACKAMAS</b>          |
| <b>03A</b> Barlow         |

| <b>03</b> Beavercreek       |
|-----------------------------|
| <b>03</b> Boring            |
| <b>03</b> Brightwood        |
| <b>03</b> Camp Namanu       |
| <b>03</b> Camp Withycombe   |
| <b>03B</b> Canby            |
| <b>03</b> Cherryville       |
| <b>03L</b> Clackamas        |
| <b>03</b> Colton            |
| <b>03C</b> Estacada         |
| <b>03</b> Fern Ridge        |
| <b>03</b> Frog Lake         |
| <b>03D</b> Gladstone        |
| <b>03M</b> Gvmnt. Camp      |
| <b>03</b> Jennings Lodge    |
| <b>03</b> Lake Grove        |
| <b>03H</b> Lake Oswego      |
| <b>03</b> Marquam           |
| <b>03N</b> Marylhurst       |
| <b>03</b> Mclver State Park |
| <b>03E</b> Milwaukie        |
| <b>03F</b> Molalla          |
| <b>03</b> Oak Grove         |
| <b>03G</b> Oregon City      |
| <b>03</b> Park Place        |
| <b>03</b> Rhododendron      |
| <b>03</b> Salmon River      |
| <b>03I</b> Sandy            |
| <b>03</b> Santiam Junction  |
| <b>03</b> Twin Bridge       |
| <b>03</b> Welches           |
| <b>03</b> Wemme             |
| <b>03J</b> West Linn        |
| <b>03K</b> Wilsonville      |
| <b>03</b> Zigzag            |
| <b>CLATSOP</b>              |
| <b>04</b> Arch Cape         |
| <b>04A</b> Astoria          |
| <b>04</b> Bradley           |
| <b>04</b> Bradwood          |
| <b>04</b> Brownsmead        |
| <b>04</b> Cannon Beach      |
| <b>04</b> Clifton           |

| <b>04</b> Cannon Beach     |
|----------------------------|
| <b>04</b> Clifton          |
| <b>04</b> Cannon Beach     |
| <b>04B</b> Gearhart        |
| <b>04</b> Hamlet           |
| <b>04C</b> Hammond         |
| <b>04</b> Hamlet           |
| <b>04</b> Jewello          |
| <b>04</b> Klaskanine River |
| <b>04</b> Knappa           |
| <b>04</b> Mulino           |
| <b>04D</b> Seaside         |
| <b>04</b> Saddle Mntn      |
| <b>04</b> Skipanom         |
| <b>04</b> Sunset Springs   |
| <b>04</b> Svensen          |
| <b>04</b> Tillasqua River  |
| <b>04</b> Wauna            |
| <b>04E</b> Warrenton       |
| <b>04</b> Westport         |
| <b>COLUMBIA</b>            |
| <b>05</b> Birkenfeld       |
| <b>05A</b> Clatskanie      |
| <b>05B</b> Columbia City   |
| <b>05</b> Deer Island      |
| <b>05</b> Denio            |
| <b>05C</b> Goble           |
| <b>05</b> Keasey           |
| <b>05</b> Marshland        |
| <b>05</b> Mist             |
| <b>05</b> Pittsburg        |
| <b>05D</b> Prescott        |
| <b>05</b> Quincy           |
| <b>05E</b> Rainier         |
| <b>05F</b> St. Helens      |
| <b>05G</b> Scappoose       |
| <b>05</b> Sauvie Island    |
| <b>05H</b> Vernonia        |
| <b>05</b> Warren           |
| <b>05</b> Woodson          |
| <b>COOS</b>                |
| <b>06</b> Allegany         |

| <b>06</b> Arago           |
|---------------------------|
| <b>06A</b> Bandon         |
| <b>06J</b> Bridge         |
| <b>06</b> Broadbent       |
| <b>06</b> Bullards Beach  |
| <b>06</b> Cape Arago      |
| <b>06K</b> Charleston     |
| <b>06B</b> Coos Bay       |
| <b>06C</b> Coquille       |
| <b>06D</b> Eastside       |
| <b>06E</b> Empire         |
| <b>06</b> four Mile       |
| <b>06</b> Gaylord         |
| <b>06</b> Hauser          |
| <b>06</b> Hoffmann        |
| <b>06F</b> Lakeside       |
| <b>06</b> McKinley        |
| <b>06</b> Millicoma Grove |
| <b>06G</b> Myrtle Point   |
| <b>06H</b> North Bend     |
| <b>06</b> Norway          |
| <b>06I</b> Powers         |
| <b>06</b> Remote          |
| <b>06</b> Riverton        |
| <b>06</b> Shore Acres     |
| <b>06</b> Sitkum          |
| <b>06</b> Sumner          |
| <b>06</b> Sunset Bay      |
| <b>06</b> Ten Mile Lake   |
| <b>06</b> Tugman          |
| <b>06</b> Winchester Bay  |
| <b>CROOK</b>              |
| <b>07</b> Cougar          |
| <b>07</b> Goose Lake Rec  |
| <b>07</b> Marks Creek     |
| <b>07</b> Ochoco          |
| <b>07</b> Paulina         |
| <b>07</b> Post            |
| <b>07</b> Powell Butte    |
| <b>07A</b> Prineville     |
| <b>CURRY</b>              |
| <b>08</b> Agnes           |

|                  |                 |
|------------------|-----------------|
| 08               | Battle rock     |
| 08A              | Brookings       |
| 08               | Cape Sebastian  |
| 08               | Denmark         |
| 08B              | Gold Beach      |
| 08               | Harbor          |
| 08               | Harris Beach    |
| 08               | Humbug          |
| 08               | Langlois        |
| 08               | Marial          |
| 08               | Ophir           |
| 08               | Pistol River    |
| 08C              | Port Orford     |
| 08               | Sixes           |
| 08               | Wedderburn      |
| <b>DESCHUTES</b> |                 |
| 09               | Alder Springs   |
| 09A              | Bend            |
| 09               | Brothers        |
| 09               | Cline Falls     |
| 09               | Deschutes river |
| 09               | Elk Lake        |
| 09               | Hampton         |
| 09               | Indian Ford     |
| 09D              | LaPine          |
| 09               | Metolius River  |
| 09               | Millican        |
| 09               | Pilot Butte     |
| 09B              | Redmond         |
| 09               | Sawyer Park     |
| 09C              | Sisters         |
| 09E              | Terrebonne      |
| 09               | Tumalo          |
| <b>DOUGLAS</b>   |                 |
| 10               | Azalea          |
| 10               | Booth           |
| 10               | Brockway        |
| 10               | Cabin Creek     |
| 10               | Camas Valley    |
| 10               | Camas Mntn      |
| 10A              | Canyonville     |
| 10               | Capitol Hill    |
| 10               | Carter Lake     |
| 10               | Curtin          |
| 10               | Days Creek      |
| 10               | Diamond Lake    |
| 10               | Dillard         |
| 10B              | Drain           |
| 10               | Drew            |
| 10               | Eeel Lake       |
| 10C              | Elkton          |
| 10               | Gardener        |
| 10               | Glide           |

|                |                 |
|----------------|-----------------|
| 10D            | Glendale        |
| 10             | Hutchison       |
| 10             | Idleyld         |
| 10             | Lookingglass    |
| 10             | Milo            |
| 10             | Muir Creek      |
| 10E            | Myrtle Creek    |
| 10F            | Oakland         |
| 10G            | Reedsport       |
| 10H            | Riddle          |
| 10I            | Roseburg        |
| 10             | Scottsburg      |
| 10             | Susan Creek     |
| 10J            | Sutherlin       |
| 10             | Tahkenitch Lake |
| 10             | Tenmile         |
| 10             | Tiller          |
| 10             | Umpqua Wayside  |
| 10             | Umpqua River    |
| 10             | Wilbur          |
| 10             | Winchester      |
| 10             | Winston         |
| 10K            | Yoncalla        |
| <b>GILLIAM</b> |                 |
| 11A            | Arlington       |
| 11             | Blalock         |
| 11B            | Condon          |
| 11             | Dyer            |
| 11C            | Lonerock        |
| 11             | Mayville        |
| 11             | Mikkalo         |
| 11             | Olex            |
| <b>GRANT</b>   |                 |
| 12A            | Austin          |
| 12             | Beach Creek     |
| 12B            | Canyon City     |
| 12             | Courtrock       |
| 12             | Dale            |
| 12C            | Dayville        |
| 12             | Fox             |
| 12D            | Granite         |
| 12             | Hamilton        |
| 12             | Izee            |
| 12             | J. Kirk Springs |
| 12E            | John Day        |
| 12             | Kimberly        |
| 12F            | Long Creek      |
| 12G            | Monument        |
| 12H            | Mt. Vernon      |
| 12I            | Prairie City    |
| 12             | Ritter          |
| 12             | Senaca          |
| 12             | Silvies         |

|                   |                  |
|-------------------|------------------|
| 12                | Stan             |
| 12                | Susanville       |
| 12                | Thomas Condon    |
| 12                | Top              |
| 12                | Vance Creek      |
| <b>HARNEY</b>     |                  |
| 13                | Andrews          |
| 13                | Buchanan Springs |
| 13A               | Burns            |
| 13B               | Crane            |
| 13                | Diamond          |
| 13C               | Drewsey          |
| 13                | Fields           |
| 13                | Frenchglen       |
| 13D               | Harney           |
| 13E               | Hines            |
| 13                | Idlewind         |
| 13                | Lawen            |
| 13                | Princeton        |
| 13                | Riley            |
| 13                | Suntex           |
| 13                | Van              |
| 13                | Venator          |
| 13                | Wagontire        |
| <b>HOOD RIVER</b> |                  |
| 14                | Ainsworth        |
| 14                | Benson           |
| 14A               | Cascade Locks    |
| 14                | Crown Point      |
| 14                | Dee              |
| 14                | Dimmick          |
| 14                | H. R. Meadows    |
| 14B               | Hood River       |
| 14                | Lindsey Creek    |
| 14                | Mount Hood       |
| 14                | Odell            |
| 14                | Ox Bow Springs   |
| 14                | Parkdale         |
| 14                | Pollaly Cap      |
| 14                | Robin Hood       |
| 14                | Sheridan Wayside |
| 14                | Starvation Creek |
| 14                | Viento           |
| 14                | Wygant           |
| <b>JACKSON</b>    |                  |
| 15                | Applegate        |
| 15A               | Ashland          |
| 15                | Birseye Spring   |
| 15                | Brownsboro       |
| 15B               | Butte Falls      |
| 15                | Camp White       |
| 15                | Casey            |

|                  |                |
|------------------|----------------|
| 15C              | Central Point  |
| 15D              | Eagle Point    |
| 15E              | Gold Hill      |
| 15               | Greensprings   |
| 15F              | Jacksonville   |
| 15               | Lakecreek      |
| 15               | Lampman        |
| 15               | Laurelhurst    |
| 15               | McLeod         |
| 15G              | Medford        |
| 15H              | Phoenix        |
| 15               | Provolt        |
| 15K              | Prospect       |
| 15I              | Rogue River    |
| 15               | Sams Valley    |
| 15               | Shady Cove     |
| 15               | Siskiyou       |
| 15J              | Talent         |
| 15               | Tou Velle      |
| 15L              | Trail          |
| 15               | Tubb Springs   |
| 15               | Union Creek    |
| 15               | White City     |
| <b>JEFFERSON</b> |                |
| 16               | Ashwood        |
| 16               | Bandit Springs |
| 16               | Camp Sherman   |
| 16               | Cove Palisades |
| 16A              | Culver         |
| 16               | E R Corbett    |
| 16               | Gateway        |
| 16B              | Madras         |
| 16C              | Metolius       |
| 16               | Suttle LaKE    |
| 16               | Warm Springs   |
| <b>JOSEPHINE</b> |                |
| 17               | Almeda         |
| 17A              | Cave Junction  |
| 17               | Dryden         |
| 17B              | Grants Pass    |
| 17               | Grayback       |
| 17               | Holland        |
| 17               | Hugo           |
| 17               | Kerby          |
| 17               | Merlin         |
| 17               | Murphy         |
| 17               | Obrian         |
| 17               | Oregon Caves   |
| 17               | Selma          |
| 17               | Sunny Valley   |
| 17               | Takilma        |
| 17               | Wilderville    |
| 17               | Williams       |

|     |                 |
|-----|-----------------|
| 17  | Wolfcreek       |
| 17  | Wonder          |
|     |                 |
|     | <b>KLAMATH</b>  |
| 18  | Algoma          |
| 18  | Alkalai Lake    |
| 18  | Beatty          |
| 18  | Bly             |
| 18A | Bonanza         |
| 18  | Cascade Summit  |
| 18  | Chemult         |
| 18B | Chiloquin       |
| 18  | Collier         |
| 18  | Crater Lake     |
| 18  | Crescent        |
| 18  | Dairy           |
| 18  | Fort Klamath    |
| 18F | Gilchrist       |
| 18  | Harriman        |
| 18  | J T Kimball     |
| 18  | Keno            |
| 18C | Klamath Falls   |
| 18D | Malin           |
| 18E | Merrill         |
| 18  | Midland         |
| 18  | Modoc Point     |
| 18  | Olene           |
| 18  | Oretech         |
| 18  | Shevlin         |
| 18  | South Lapine    |
| 18  | Sprague river   |
| 18  | Worden          |
|     | <b>LAKE</b>     |
| 19  | Adel            |
| 19  | Chandler        |
| 19  | Fort Rock       |
| 19A | Lakeview        |
| 19D | New Pine Crk    |
| 19B | Paisley         |
| 19C | Silver Lake     |
|     |                 |
|     | <b>LANE</b>     |
| 20  | Ada             |
| 20  | Alderwood       |
| 20  | Alvadore        |
| 20  | Armitage        |
| 20  | Belknap Springs |
| 20  | Blachly         |
| 20  | Blackbutte      |
| 20  | Blank Canyon    |
| 20  | Blue Pool       |
| 20  | Blue River      |
| 20  | Buck Springs    |
| 20  | Cheshire        |
| 20  | Crawfordsville  |

|     |                  |
|-----|------------------|
| 20A | Coburg           |
| 20B | Cottage Grove    |
| 20C | Creswell         |
| 20  | Culp Creek       |
| 20  | Cushman          |
| 20  | Deadwood         |
| 20  | Devils Elbow     |
| 20  | Dexter           |
| 20  | Disson           |
| 20  | Dorena           |
| 20  | Dorris           |
| 20  | Elmira           |
| 20D | Eugene           |
| 20  | Fall Creek       |
| 20  | Ferrin           |
| 20  | Finn Rock        |
| 20E | Florence         |
| 20  | Glenada          |
| 20  | Goshin           |
| 20  | Greenleaf        |
| 20  | Hendricks Bridge |
| 20  | Honeyman         |
| 20  | Horton           |
| 20  | Jasper           |
| 20F | Junction City    |
| 20  | Leabourg         |
| 20  | Linslaw          |
| 20  | Lorane           |
| 20  | Lowell           |
| 20  | Mabel            |
| 20  | Mapleton         |
| 20  | Marcola          |
| 20  | McCredie Springs |
| 20J | McKenzie Bridge  |
| 20  | Mohawk           |
| 20  | JNeptune         |
| 20  | Noti             |
| 20  | Ocean Beach      |
| 20  | Odell Lake       |
| 20G | Oakridge         |
| 20  | Packard Creek    |
| 20  | Paradise         |
| 20  | Plush            |
| 20  | Ponsler          |
| 20  | Saginaw          |
| 20  | Salt Creek       |
| 20  | Shady Dell       |
| 20  | Siltcoos         |
| 20H | Springfield      |
| 20  | Summer Lake      |
| 20  | Sutton Lake      |
| 20  | Swishome         |
| 20  | Thurston         |
| 20  | Tiernan          |
| 20  | Trent            |

|     |                  |
|-----|------------------|
| 20  | Valley Falls     |
| 20I | Veneta           |
| 20  | Vida             |
| 20  | Walterville      |
| 20  | Walton           |
| 20  | Wendling         |
| 20  | Westfir          |
|     |                  |
|     | <b>LINCOLN</b>   |
| 21  | Agate Beach      |
| 21  | Beachside        |
| 21  | Beverly Beach    |
| 21  | Big Elk          |
| 21  | Cape Perpetua    |
| 21  | Cutler City      |
| 21  | Delake           |
| 21  | Dellwood         |
| 21F | Depoe Bay        |
| 21  | Devils Lake      |
| 21  | Devils Pnch Bowl |
| 21  | Eddyville        |
| 21  | Elk City         |
| 21  | Gleneden Beach   |
| 21  | Harlan           |
| 21  | Kernville        |
| 21A | Lincoln City     |
| 21  | Logsdon          |
| 21  | Lost Creek       |
| 21  | Mike Bauer       |
| 21  | Nashville        |
| 21  | Nelscott         |
| 21  | Neotsu           |
| 21B | Newport          |
| 21  | Oceanlake        |
| 21  | Otis             |
| 21  | Otter Crest      |
| 21  | Patterson        |
| 21  | Rocky Creek      |
| 21  | Rose Lodge       |
| 21  | Seal Rock        |
| 21C | Siletz           |
| 21G | South Beach      |
| 21  | Taft             |
| 21  | Tidewater        |
| 21D | Toledo           |
| 21E | Waldport         |
| 21  | Wecoma Beach     |
| 21  | Yachats          |
|     |                  |
|     | <b>LINN</b>      |
| 22A | Albany           |
| 22  | Big Springs      |
| 22B | Brownsville      |
| 22  | Cascadia         |
| 22  | Crabtree         |

|     |                 |
|-----|-----------------|
| 22  | Foster          |
| 22C | Halsey          |
| 22D | Harrisburg      |
| 22  | Holley          |
| 22  | House Rock      |
| 22  | Lacomb          |
| 22E | Lebanon         |
| 22  | Limberlost      |
| 22  | Lost Lake       |
| 22J | Lyons           |
| 22  | Marion Forks    |
| 22  | Orchard         |
| 22F | Scio            |
| 22  | Shedd           |
| 22G | Sodaville       |
| 22H | Sweet Home      |
| 22  | Tangent         |
| 22I | Waterloo        |
| 22  | Wren            |
|     |                 |
|     | <b>MALHEUR</b>  |
| 23  | Adrian          |
| 23  | Arock           |
| 23  | Basque          |
| 23  | Brogan          |
| 23  | Crooked Crk Spr |
| 23  | Harper          |
| 23  | Ironside        |
| 23  | Jamieson        |
| 23A | Jordan Valley   |
| 23B | Juntura         |
| 23C | Nyssa           |
| 23D | Ontario         |
| 23  | Owyhee Dam      |
| 23  | Riverside       |
| 23  | Rome            |
| 23  | Sheaville       |
| 23  | Snake River     |
| 23E | Vale            |
| 23  | Willowcreek     |
| 23F | Westfall        |
|     |                 |
|     |                 |
|     | <b>MARION</b>   |
| 24A | Aumsville       |
| 24B | Aurora          |
| 24  | Breitenbush     |
| 24  | Brooks          |
| 24  | Chemawa         |
| 24C | Detroit         |
| 24D | Donald          |
| 24E | Gates           |
| 24F | Gervais         |
| 24G | Hubbard         |

|                          |
|--------------------------|
| <b>24H</b> Idanha        |
| <b>24I</b> Jefferson     |
| <b>24</b> Lakeshore      |
| <b>24</b> Marion         |
| <b>24</b> Mehama         |
| <b>24J</b> Mill City     |
| <b>24</b> Monitor        |
| <b>24K</b> Mt. Angel     |
| <b>24</b> North Santiam  |
| <b>24</b> Saint Benedict |
| <b>24L</b> St. Paul      |
| <b>24M</b> Salem         |
| <b>24N</b> Scotts Mills  |
| <b>24O</b> Silverton     |
| <b>24P</b> Stayton       |
| <b>24Q</b> Sublimity     |
| <b>24R</b> Turner        |
| <b>24</b> Williamson     |
| <b>24S</b> Woodburn      |

|                      |  |
|----------------------|--|
| <b>MORROW</b>        |  |
| <b>25A</b> Boardman  |  |
| <b>25</b> Cecil      |  |
| <b>25B</b> Hardman   |  |
| <b>25C</b> Heppner   |  |
| <b>25D</b> Ione      |  |
| <b>25</b> Irrigon    |  |
| <b>25E</b> Lexington |  |
| <b>25</b> Morgan     |  |

|                           |  |
|---------------------------|--|
| <b>MULTNOMAH</b>          |  |
| <b>26</b> Bald Peak       |  |
| <b>26</b> Bonneville      |  |
| <b>26</b> Bridal Veil     |  |
| <b>26</b> Cedar Mill      |  |
| <b>26F</b> Corbett        |  |
| <b>26</b> Dabney          |  |
| <b>26A</b> Fairview       |  |
| <b>26B</b> Gresham        |  |
| <b>26</b> Latourell Falls |  |
| <b>26</b> Lewis & Clark   |  |
| <b>26</b> Maplewood       |  |
| <b>26C</b> Portland       |  |
| <b>26</b> Rooster Rock    |  |
| <b>26</b> Talbot          |  |
| <b>26D</b> Troutdale      |  |
| <b>26E</b> Wood Village   |  |

|                       |  |
|-----------------------|--|
| <b>POLK</b>           |  |
| <b>27</b> Airlie      |  |
| <b>27</b> Alsea       |  |
| <b>27</b> Ballston    |  |
| <b>27</b> Black Rock  |  |
| <b>27</b> Buena Vista |  |

|                           |
|---------------------------|
| <b>27A</b> Dallas         |
| <b>27B</b> Falls City     |
| <b>27</b> Grande Ronde    |
| <b>27</b> Helmick         |
| <b>27</b> Holman          |
| <b>27C</b> Independence   |
| <b>27</b> Lincoln         |
| <b>27</b> McCoy           |
| <b>27D</b> Monmouth       |
| <b>27</b> Perrydale       |
| <b>27</b> Rickreall       |
| <b>27</b> Valley Junction |
| <b>27</b> Valsetz         |
| <b>27E</b> Willamina      |

|                         |  |
|-------------------------|--|
| <b>SHERMAN</b>          |  |
| <b>28</b> Biggs         |  |
| <b>28</b> Cow Canyon    |  |
| <b>28A</b> Grass Valley |  |
| <b>28</b> Kent          |  |
| <b>28</b> Klondike      |  |
| <b>28</b> Miller        |  |
| <b>28B</b> Morro        |  |
| <b>28</b> Rufus         |  |
| <b>28C</b> Wasco        |  |

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|------------------------|--|
| <b>TILLAMOOK</b>       |  |
| <b>29</b> Bar View     |  |
| <b>29A</b> Bay City    |  |
| <b>29</b> Beaver       |  |
| <b>29</b> Blaine       |  |
| <b>29</b> Brighton     |  |
| <b>29</b> Cape Lookout |  |
| <b>29</b> Cloverdale   |  |
| <b>29</b> Farmer Creek |  |
| <b>29B</b> Garibaldi   |  |
| <b>29</b> Hebo         |  |
| <b>29</b> Lee's Camp   |  |
| <b>29</b> Mohler       |  |
| <b>29C</b> Manzanita   |  |
| <b>29D</b> Nehalem     |  |
| <b>29</b> Neskowin     |  |
| <b>29</b> Netarts      |  |
| <b>29</b> Oceanside    |  |
| <b>29</b> Oretown      |  |
| <b>29</b> Oswald West  |  |
| <b>29</b> Pacific city |  |
| <b>29E</b> Rockaway    |  |
| <b>29</b> Sand Lake    |  |
| <b>29F</b> Tillamook   |  |
| <b>29</b> Twin Rocks   |  |
| <b>29G</b> Wheeler     |  |
| <b>29</b> Willow Creek |  |

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|-----------------------------|--|
| <b>UMATILLA</b>             |  |
| <b>30A</b> Adams            |  |
| <b>30B</b> Athena           |  |
| <b>30</b> Battle Mountain   |  |
| <b>30</b> Bigham Springs    |  |
| <b>30</b> Cayuse            |  |
| <b>30</b> Cold Springs      |  |
| <b>30</b> Duncan            |  |
| <b>30C</b> Echo             |  |
| <b>30</b> Emigrant Springs  |  |
| <b>30D</b> Freewater        |  |
| <b>30</b> Gibbon            |  |
| <b>30</b> Hat Rock          |  |
| <b>30E</b> Helix            |  |
| <b>30F</b> Hermiston        |  |
| <b>30</b> Kamela            |  |
| <b>30</b> McNary            |  |
| <b>30M</b> Meacham          |  |
| <b>30G</b> Milton Freewater |  |
| <b>30</b> Ordnance          |  |
| <b>30H</b> Pendleton        |  |
| <b>30I</b> Pilot Rock       |  |
| <b>30</b> Rieth             |  |
| <b>30J</b> Stanfield        |  |
| <b>30</b> Ukiah Dale        |  |
| <b>30</b> Umapine           |  |
| <b>30K</b> Umatilla         |  |
| <b>30L</b> Weston           |  |

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| <b>UNION</b>               |  |
| <b>31</b> Alicel           |  |
| <b>31</b> Catherine Creek  |  |
| <b>31A</b> Cove            |  |
| <b>31B</b> Elgin           |  |
| <b>31</b> Hilgard Junction |  |
| <b>31</b> Hot Lake         |  |
| <b>31C</b> Imbler          |  |
| <b>31D</b> Island City     |  |
| <b>31E</b> LaGrande        |  |
| <b>31</b> Lodd Canyon      |  |
| <b>31</b> Medical Springs  |  |
| <b>31F</b> North Powder    |  |
| <b>31</b> Pondosa          |  |
| <b>31</b> Red Bridge       |  |
| <b>31G</b> Summerville     |  |
| <b>31</b> Telocaset        |  |
| <b>31H</b> Union           |  |
| <b>31</b> Woodward         |  |

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| <b>WALLOWA</b>        |  |
| <b>32A</b> Enterprise |  |
| <b>32</b> Flora       |  |
| <b>32</b> Imnaha      |  |
| <b>32B</b> Joseph     |  |

|                          |  |
|--------------------------|--|
| <b>32C</b> Lostine       |  |
| <b>32</b> Minam          |  |
| <b>32</b> Troy           |  |
| <b>32D</b> Wallowa       |  |
| <b>WASCO</b>             |  |
| <b>33A</b> Antelope      |  |
| <b>33</b> Bear Paw       |  |
| <b>33</b> Boyd           |  |
| <b>33</b> Celilo         |  |
| <b>33</b> Dant           |  |
| <b>33B</b> Dufur         |  |
| <b>33C</b> Friend        |  |
| <b>33D</b> Maupin        |  |
| <b>33</b> Memaloose      |  |
| <b>33E</b> Mosier        |  |
| <b>33F</b> Shaniko       |  |
| <b>33</b> Simnasho       |  |
| <b>33</b> South Junction |  |
| <b>33G</b> The Dalles    |  |
| <b>33</b> Tygh Valley    |  |
| <b>33</b> Wamic          |  |

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|-------------------------|--|
| <b>WASHINGTON</b>       |  |
| <b>34</b> Aloha         |  |
| <b>34A</b> Banks        |  |
| <b>34B</b> Beaverton    |  |
| <b>34</b> Buxton        |  |
| <b>34</b> Cherry Grove  |  |
| <b>34C</b> Cornelius    |  |
| <b>34</b> Dilley        |  |
| <b>34D</b> Forest Grove |  |
| <b>34</b> Gales Creek   |  |
| <b>34</b> Garden Home   |  |
| <b>34E</b> Gaston       |  |
| <b>34</b> Glenwood      |  |
| <b>34F</b> Hillsboro    |  |
| <b>34</b> Manning       |  |
| <b>34</b> Metzger       |  |
| <b>34</b> North Plain   |  |
| <b>34G</b> Orenco       |  |
| <b>34</b> Reedville     |  |
| <b>34</b> Roy           |  |
| <b>34H</b> Sherwood     |  |
| <b>34</b> Timber        |  |
| <b>34J</b> Tigard       |  |
| <b>34</b> Tollgate      |  |
| <b>34I</b> Tualatin     |  |

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| <b>WHEELER</b>          |  |
| <b>35A</b> Fossil       |  |
| <b>35</b> Kinzua        |  |
| <b>35B</b> Mitchell     |  |
| <b>35</b> Painted Hills |  |
| <b>35</b> Richmond      |  |



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|-------------------------|
| <b>35</b> Service Creek |
| <b>35</b> Sheldon       |
| <b>35</b> Spray         |
|                         |
| <b>YAMHILL</b>          |
| <b>36A</b> Amity        |

|                        |
|------------------------|
| <b>36B</b> Carlton     |
| <b>36</b> Champoeg     |
| <b>36</b> Cove Orchard |
| <b>36C</b> Dayton      |
| <b>36D</b> Dundee      |
| <b>36</b> Erratic Rock |

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|------------------------|
| <b>36E</b> LaFayette   |
| <b>36F</b> McMinnville |
| <b>36G</b> Newberg     |
| <b>36H</b> Sheridan    |
| <b>36</b> Springbrook  |
| <b>36</b> Whiteson     |

|                    |
|--------------------|
| <b>36I</b> Yamhill |
|--------------------|

# ALPHABETICAL LISTING OF CLASSIFICATIONS

For the most current information please check our website at:

<http://www.hr.das.state.or.us/hrsd/class>

| POST CODE | CLASS NO. | CLASS TITLE                      |
|-----------|-----------|----------------------------------|
| D719      | 1215      | ACCOUNTANT 1                     |
| D719      | 1216      | ACCOUNTANT 2                     |
| D719      | 1217      | ACCOUNTANT 3                     |
| D719      | 1218      | ACCOUNTANT 4                     |
| D719      | 0210      | ACCOUNTING TECHNICIAN 1          |
| D719      | 0211      | ACCOUNTING TECHNICIAN 2          |
| D719      | 0212      | ACCOUNTING TECHNICIAN 3          |
| D719      | 0787      | ACCOUNTS MANAGEMENT OFFICER      |
| D719      | 1190      | ACTUARY                          |
| D706      | 6381      | ADAPTED EQUIPMENT SPECIALIST     |
| D722      | 0107      | ADMINISTRATIVE SPECIALIST 1      |
| D702      | 0108      | ADMINISTRATIVE SPECIALIST 2      |
| D721      | 8128      | AG-BUS TRANSPORTATION SPECIALIST |
| D711      | 8125*     | AGRICULTURAL WORKER              |
| D715      | 8220      | AIRCRAFT PILOT 1                 |
| D715      | 8222      | AIRCRAFT PILOT 2                 |
| D720      | 1412      | APPLICATIONS SYSTEMS MANAGER     |
| D709      | 0725      | APPRAISER/ANALYST 1              |
| D709      | 0726      | APPRAISER/ANALYST 2              |
| D709      | 0727      | APPRAISER/ANALYST 3              |
| D709      | 0728      | APPRAISER/ANALYST 4              |
| D716      | 4280      | APPRENTICESHIP REPRESENTATIVE    |
| D713      | 3615      | ARCHITECTURAL CONSULTANT         |
| D713      | 3150      | ARCHITECTURAL SPACE PLANNER      |
| D720      | 2204      | ARCHIVIST 1                      |
| D720      | 2205      | ARCHIVIST 2                      |
| D711      | 4180      | ARMORY OPERATIONS TECH 1         |
| D711      | 4181      | ARMORY OPERATIONS TECH 2         |
| D717      | 6739      | ASST CAMP DIRECTOR               |
| D709      | 5224      | ASST CHIEF CRIMINAL INVEST       |
| D714      | 3219      | ASSOC TRANSPORTATION ENGINEER    |
| D711      | 4410      | AUTO MECHANIC 1                  |
| D711      | 4411      | AUTO MECHANIC 2                  |
| D711      | 4416      | AUTO SHOP SUPT                   |
| D711      | 9110      | BAKER                            |

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\* = Non-competitive Classification

| POST CODE | CLASS NO. | CLASS TITLE                           |
|-----------|-----------|---------------------------------------|
| D719      | 0790      | BANKRUPTCY TECHNICIAN                 |
| D705      | 2355      | BD OF NURSING CONSULTANT              |
| D716      | 6293      | BEHAVIORAL SPECIALIST                 |
| D712      | 2412      | BINDERY WORKER                        |
| D707      | 8120      | BIOLOGICAL TECHNICIAN                 |
| D711      | 4413      | BODY & FENDER REPAIR WORKER           |
| D708      | 5353      | BOILER INSPECTOR                      |
| D711      | 4253      | BOILER OPERATOR SUPV                  |
| D719      | 1142      | BUDGET ANALYST                        |
| D717      | 6698      | BUSINESS AND EMPLOYMENT SPECIALIST 1  |
| D717      | 6699      | BUSINESS AND EMPLOYMENT SPECIALIST 2  |
| D702      | 0452      | BUSINESS ENTERPRISE REP               |
| D719      | 0789      | BUSINESS FINANCE OFFICER              |
| D712      | 2466      | CAMERA STRIPPING PLATEMAKER           |
| D718      | 0736      | CANTEEN WORKER 1                      |
| D718      | 0737      | CANTEEN WORKER 2                      |
| D717      | 5557      | CAPTAIN                               |
| D711      | 4207      | CARPENTER                             |
| D713      | 3116      | CARTOGRAPHER 1                        |
| D713      | 3117      | CARTOGRAPHER 2                        |
| D713      | 3118      | CARTOGRAPHER 3                        |
| D713      | 3121      | CARTOGRAPHIC PROGRAM SPEC             |
| D718      | 0770      | CENTRAL PURCHASING ANALYST            |
| D706      | 6506      | CERTIFIED OCCUPATIONAL THERAPIST ASST |
| D717      | 6680      | CHAPLAIN                              |
| D707      | 3715      | CHEMIST 1                             |
| D707      | 3716      | CHEMIST 2                             |
| D707      | 3717      | CHEMIST 3                             |
| D705      | 6269      | CHIEF CLINICAL DIETICIAN              |
| D709      | 5225      | CHIEF CRIMINAL INVESTIGATOR           |
| D717      | 6760      | CHILD CARE WORKER                     |
| D717      | 5950      | CHILD NUTRITION SPECIALIST            |
| D708      | 5128      | CHILD SUPPORT CASE MANAGER (ENTRY)    |
| D708      | 5129      | CHILD SUPPORT CASE MANAGER            |
| D708      | 5132      | CHILD SUPPORT SPECIALIST              |
| D709      | 5240      | CIVIL RIGHTS FIELD REP 1              |
| D709      | 5241      | CIVIL RIGHTS FIELD REP 2              |
| D709      | 5243      | CIVIL RIGHTS INTAKE OFFICER           |

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| <b>POST CODE</b> | <b>CLASS NO.</b> | <b>CLASS TITLE</b>                           |
|------------------|------------------|--|
| D709             | 5207             | CLAIMS REPRESENTATIVE 1                      |
| D709             | 5208             | CLAIMS REPRESENTATIVE 2                      |
| D717             | 6685             | CLIENT CARE SURVEYOR                         |
| D705             | 6268             | CLINICAL DIETICIAN                           |
| D705             | 6218             | CLINICAL EPIDEMIOLOGIST                      |
| D716             | 6294             | CLINICAL PSYCHOLOGIST 1                      |
| D716             | 6295             | CLINICAL PSYCHOLOGIST 2                      |
| D709             | 5902             | COMMUNICABLE DISEASE INVEST                  |
| D720             | 2167             | COMMUNICATIONS SYSTEMS ANALYST 1             |
| D720             | 2168             | COMMUNICATIONS SYSTEMS ANALYST 2             |
| D720             | 2169             | COMMUNICATIONS SYSTEMS ANALYST 3             |
| D720             | 2172             | COMMUNICATIONS TECHNICIAN                    |
| D717             | 6614             | COMMUNITY OUTREACH SPECIALIST                |
| D708             | 5246             | COMPLIANCE SPECIALIST 1                      |
| D708             | 5247             | COMPLIANCE SPECIALIST 2                      |
| D708             | 5248             | COMPLIANCE SPECIALIST 3                      |
| D720             | 1403             | COMPUTER OPERATIONS SUPV 1                   |
| D720             | 1404             | COMPUTER OPERATIONS SUPV 2                   |
| D709             | 1550             | CONSTRUCTION CONTR BRD HEARINGS OFFICER      |
| D709             | 5218             | CONSTRUCTION CONTR BRD INVESTIGATOR/MEDIATOR |
| D708             | 5310             | CONSTRUCTION INSPECTOR                       |
| D714             | 4270             | CONSTRUCTION PROJECT MANAGER 1               |
| D714             | 4271             | CONSTRUCTION PROJECT MANAGER 2               |
| D710             | 9116             | COOK 1                                       |
| D710             | 9117             | COOK 2                                       |
| D708             | 6780             | CORRECTIONAL CAPTAIN                         |
| D708             | 6776             | CORRECTIONAL CORPORAL                        |
| D716             | 6783             | CORRECTIONAL COUNSELOR                       |
| D716             | 6781             | CORRECTIONAL COUNSELOR (ENTRY)               |
| D716             | 6786             | CORRECTIONAL COUNSELOR SUPV                  |
| D708             | 6779             | CORRECTIONAL LIEUTENANT                      |
| D708             | 6775             | CORRECTIONAL OFFICER                         |
| D708             | 6777             | CORRECTIONAL SERGEANT                        |
| D717             | 6796             | CORRECTIONAL TREAT THERAPIST 1               |
| D711             | 4412             | CORRECTIONS AUTO MECHANIC                    |
| D711             | 4246             | CORRECTIONS BOILER OPERATOR                  |
| D711             | 4206             | CORRECTIONS CARPENTER                        |
| D711             | 4217             | CORRECTIONS ELECTRICIAN                      |
| D714             | 4319             | CORRECTIONS ELECTRON SECU SPEC 1             |
| D714             | 4320             | CORRECTIONS ELECTRON SECU SPEC 2             |
| D710             | 9120             | CORRECTIONS FOOD SRVC COORD                  |

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| POST CODE | CLASS NO. | CLASS TITLE                     |
|-----------|-----------|---------------------------------|
| D713      | 4107      | CORRECTIONS LANDSCAPER          |
| D721      | 2219      | CORRECTIONS LIBRARY COORD       |
| D711      | 4203      | CORRECTIONS PAINTER             |
| D711      | 4201      | CORRECTIONS PLANT MAINT WRKR    |
| D711      | 4216      | CORRECTIONS PLUMBER             |
| D711      | 2336      | CORRECTIONS PRODUCTION COORD 3  |
| D717      | 6518      | CORRECTIONS RECREATION SPEC 1   |
| D717      | 6519      | CORRECTIONS RECREATION SPEC 2   |
| D708      | 5234      | CRIMINAL INVESTIGATOR           |
| D708      | 5236      | CRIMINAL FINANCIAL INVESTIGATOR |
| D711      | 4103      | CUSTODIAL SERVICES COORD        |
| D711      | 4108      | CUSTODIAL SERVICES MGR          |
| D711      | 4106      | CUSTODIAL SERVICES SUPV         |
| D711      | 4101*     | CUSTODIAN                       |
| D720      | 1475      | DATA ENTRY CONTROL TECH         |
| D720      | 0501      | DATA ENTRY OPERATOR             |
| D720      | 1335      | DATA PROCESSING INSTRUCTOR      |
| D720      | 1445      | DATA RESOURCES MANAGER          |
| D706      | 6391      | DENTAL ASSISTANT                |
| D706      | 6396      | DENTAL HYGIENIST                |
| D706      | 6393      | DENTAL TECHNICIAN               |
| D708      | 5561      | DEPUTY STATE FIRE MARSHAL       |
| D708      | 5560      | DEPUTY STATE FIRE MARSHAL (EN)  |
| D706      | 2350      | DIAGNOSTICIAN                   |
| D706      | 6380      | DIETETIC TECHNICIAN             |
| D717      | 5925      | DISABILITY ANALYST (ENTRY)      |
| D717      | 5926      | DISABILITY ANALYST 1            |
| D717      | 5927      | DISABILITY ANALYST 2            |
| D705      | 6440      | DISTRICT VETERINARIAN           |
| D717      | 6638      | DIVERSION SPECIALIST            |
| D709      | 5237      | DOC INSPECTOR 1                 |
| D709      | 5238      | DOC INSPECTOR 2                 |
| D709      | 5239      | DOC INSPECTOR 3                 |
| D709      | 5923      | DOJ CLAIMS EXAMINER             |
| D709      | 5228      | DOJ SUPV INVESTIGATOR           |
| D717      | 6761      | DORMITORY COUNSELOR             |
| D717      | 6763      | DORMITORY COUNSELOR SUPV        |
| D717      | 6765      | DORMITORY OPERATIONS MGR        |

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| POST CODE | CLASS NO. | CLASS TITLE                                       |
|-----------|-----------|---|
| D709      | 1543      | EAB LEGAL STAFF                                   |
| D721      | 2146      | EDITOR  |
| D721      | 2145      | EDITOR ASST                                       |
| D716      | 2300      | EDUCATION PROGRAM SPECIALIST 1                    |
| D716      | 2301      | EDUCATION PROGRAM SPECIALIST 2                    |
| D711      | 4248      | ELECTRICAL & CONTROL SYSTEM TECH                  |
| D708      | 5355      | ELECTRICAL INSPECTOR                              |
| D711      | 4213      | ELECTRICIAN                                       |
| D712      | 2510      | ELECTRONIC PUBLISHING DESIGN SPECIALIST 1         |
| D712      | 2511      | ELECTRONIC PUBLISHING DESIGN SPECIALIST 2         |
| D712      | 2512      | ELECTRONIC PUBLISHING DESIGN SPECIALIST 3         |
| D714      | 4335      | ELECTRONIC TECH 1                                 |
| D714      | 4336      | ELECTRONIC TECH 2                                 |
| D708      | 5342      | ELEVATOR INSPECTOR                                |
| D711      | 4475      | ELEVATOR MECHANIC                                 |
| D719      | 5638      | EMPLOYER TAX AUDITOR                              |
| D709      | 6693      | EMPLOYMENT CLAIMS ADJUDICATOR                     |
| D721      | 1175      | EMPLOYMENT ECONOMIST 1                            |
| D721      | 1176      | EMPLOYMENT ECONOMIST 2                            |
| D709      | 1535      | EMPLOYMENT HEARINGS REFEREE                       |
| D709      | 1541      | EMPLOYMENT RELATIONS BOARD (ERB) HEARINGS OFFICER |
| D709      | 1542      | EMPLOYMENT RELATIONS BOARD (ERB) MEDIATOR         |
| D714      | 3103      | ENGINEERING SPEC (ENTRY)                          |
| D714      | 3105      | ENGINEERING SPEC 1                                |
| D714      | 3106      | ENGINEERING SPEC 2                                |
| D714      | 3107      | ENGINEERING SPEC 3                                |
| D714      | 3109      | ENGINEERING TECH 1                                |
| D714      | 3110      | ENGINEERING TECH 2                                |
| D714      | 3111      | ENGINEERING TECH 3                                |
| D715      | 3410      | ENVIRON ENGINEER 1                                |
| D715      | 3411      | ENVIRON ENGINEER 2                                |
| D715      | 3412      | ENVIRON ENGINEER 3                                |
| D715      | 3817      | ENVIRON HEALTH SPEC 1                             |
| D715      | 3818      | ENVIRON HEALTH SPEC 2                             |
| D715      | 3819      | ENVIRON HEALTH SPEC 3                             |
| D715      | 5750      | ENVIRON LAW SPEC                                  |
| D715      | 3845      | ENVIRON PROGRAM COORD 1                           |
| D715      | 3846      | ENVIRON PROGRAM COORD 2                           |
| D715      | 3847      | ENVIRON PROGRAM COORD 3                           |
| D715      | 3820      | ENVIRON SPEC 1                                    |
| D715      | 3821      | ENVIRON SPEC 2                                    |
| D715      | 3822      | ENVIRON SPEC 3                                    |
| D705      | 6216      | EPIDEMIOLOGIST 1                                  |
| D705      | 6217      | EPIDEMIOLOGIST 2                                  |

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| POST CODE | CLASS NO. | CLASS TITLE  |
|-----------|-----------|--|
| D711      | 4420      | EQUIPMENT OPERATOR 1                               |
| D711      | 4421      | EQUIPMENT OPERATOR 2                               |
| D702      | 1191      | EXECUTIVE ANALYST 1                                |
| D702      | 1187      | EXECUTIVE ANALYST 2                                |
| D702      | 1188      | EXECUTIVE ANALYST 3                                |
| D702      | 1189      | EXECUTIVE ANALYST 4                                |
| D702      | 0830      | EXECUTIVE ASSISTANT                                |
| D702      | 0811      | EXECUTIVE DIRECTOR – GOVERNOR'S ADVOCACY COMMITTEE |
| D702      | 0809      | EXECUTIVE OFFICER                                  |
| D722      | 0118      | EXECUTIVE SUPPORT SPEC 1                           |
| D702      | 0119      | EXECUTIVE SUPPORT SPEC 2                           |
| D715      | 3769*     | EXPERIMENTAL BIOLOGY AIDE                          |
| D722      | 4240      | EXPLORATION SPECIALIST 1                           |
| D722      | 4241      | EXPLORATION SPECIALIST 2                           |
| D714      | 3251      | FACILITIES ENGINEER 1                              |
| D714      | 3252      | FACILITIES ENGINEER 2                              |
| D714      | 3253      | FACILITIES ENGINEER 3                              |
| D714      | 3255      | FACILITIES ENGINEER SUPV                           |
| D714      | 5339      | FACILITIES SPECIALIST                              |
| D718      | 0717      | FEDERAL SURPLUS PROPERTY SCRNR                     |
| D715      | 3800      | FIELD BURNING TECH                                 |
| D719      | 5675      | FINANCIAL EXAMINER 1                               |
| D719      | 5676      | FINANCIAL EXAMINER 2                               |
| D719      | 5677      | FINANCIAL EXAMINER 3                               |
| D719      | 5235      | FINANCIAL INVESTIGATOR 1                           |
| D708      | 5555      | FIREFIGHTER  |
| D719      | 1243      | FISCAL ANALYST 1                                   |
| D719      | 1244      | FISCAL ANALYST 2                                   |
| D719      | 1245      | FISCAL ANALYST 3                                   |
| D719      | 5640      | FISCAL AUDITOR (ENTRY)                             |
| D719      | 5641      | FISCAL AUDITOR 1                                   |
| D719      | 5642      | FISCAL AUDITOR 2                                   |
| D715      | 8327      | FISH & WILDLIFE MANAGER 1                          |
| D715      | 8328      | FISH & WILDLIFE MANAGER 2                          |
| D715      | 8329      | FISH & WILDLIFE MANAGER 3                          |
| D715      | 8319      | FISH & WILDLIFE TECH (ENTRY)                       |
| D715      | 8320      | FISH & WILDLIFE TECH 1                             |
| D715      | 8321      | FISH & WILDLIFE TECH 2                             |
| D715      | 8322      | FISH & WILDLIFE TECH 3                             |
| D710      | 9105      | FOOD SERVICE MGR 1                                 |
| D710      | 9107      | FOOD SERVICE MGR 2                                 |
| D710      | 9100*     | FOOD SERVICE WORKER 1                              |

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| POST CODE | CLASS NO. | CLASS TITLE                        |
|-----------|-----------|------------------------------------|
| D710      | 9101      | FOOD SERVICE WORKER 2              |
| D710      | 9102      | FOOD SERVICE WORKER 3              |
| D722      | 0803      | FORENSIC LAB SUPPORT SPEC          |
| D707      | 3790      | FORENSIC SCIENTIST ENTRY           |
| D707      | 3791      | FORENSIC SCIENTIST 1               |
| D707      | 3792      | FORENSIC SCIENTIST 2               |
| D715      | 8218      | FOREST INMATE CREW COORD           |
| D715      | 8208*     | FOREST LOOKOUT                     |
| D715      | 8211      | FOREST MGMT TECH                   |
| D715      | 8205      | FOREST NURSERY SUPERVISOR          |
| D715      | 8204      | FOREST NURSERY TECH                |
| D715      | 8201*     | FOREST NURSERY WORKER 1            |
| D715      | 8202*     | FOREST NURSERY WORKER 2            |
| D715      | 8203      | FOREST NURSERY WORKER 3            |
| D715      | 8210      | FOREST OFFICER                     |
| D715      | 8231      | FOREST UNIT SUPV 1                 |
| D715      | 8232      | FOREST UNIT SUPV 2                 |
| D722      | 0315*     | FORESTRY COMMUN DISPATCHER         |
| D722      | 0316      | FORESTRY COMMUN DISPATCHER COORD   |
| D722      | 0318      | FORESTRY COMMUN DISPATCHER SUPV    |
| D711      | 4409      | GENERAL MAINTENANCE MECHANIC       |
| D715      | 3520      | GEOLOGIST 1                        |
| D715      | 3521      | GEOLOGIST 2                        |
| D715      | 3522      | GEOLOGIST 3                        |
| D715      | 3523      | GEOLOGIST 4                        |
| D711      | 4240      | GEOTECHNICAL DRILLING SPECIALIST 1 |
| D711      | 4241      | GEOTECHNICAL DRILLING SPECIALIST 2 |
| D719      | 5645      | GOVERNMENTAL AUDITOR (ENTRY)       |
| D719      | 5646      | GOVERNMENTAL AUDITOR 1             |
| D719      | 5647      | GOVERNMENTAL AUDITOR 2             |
| D719      | 5648      | GOVERNMENTAL AUDITOR 3             |
| D708      | 5442      | GRAIN INSPECTOR                    |
| D708      | 5447      | GRAIN INSPECTOR SUPV               |
| D719      | 0430      | GRANTS/CONTRACTS COORD             |
| D711      | 4109      | GROUNDS MAINTENANCE WORKER 1       |
| D711      | 4110      | GROUNDS MAINTENANCE WORKER 2       |
| D717      | 6750*     | GROUP LIFE COORD 1                 |
| D717      | 6751      | GROUP LIFE COORD 2                 |
| D717      | 6752      | GROUP LIFE COORD 3                 |
| D717      | 6754      | GROUP LIFE SUPV                    |
| D717      | 6730      | HABILITATIVE SHIFT SUPV            |

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|-----------|-----------|----------------------------------|
| D717      | 6725*     | HABILITATIVE TRAINING TECH 1     |
| D717      | 6726      | HABILITATIVE TRAINING TECH 2     |
| D717      | 6727      | HABILITATIVE TRAINING TECH 3     |
| D711      | 9300      | HAIRDRESSER                      |
| D708      | 5911      | HEALTH CARE INVESTIGATOR/ADVISOR |
| D708      | 3618      | HEALTH FACILITIES CONSULTANT     |
| D705      | 6138      | HEALTH SERVICE TECH              |
| D709      | 1530      | HEARINGS OFFICER 1               |
| D709      | 1531      | HEARINGS OFFICER 2               |
| D722      | 0109      | HEARINGS RECORDER/TRANSCRIBER    |
| D711      | 4430      | HEAVY EQUIP MECHANIC (ENTRY)     |
| D711      | 4431      | HEAVY EQUIP MECHANIC 1           |
| D711      | 4432      | HEAVY EQUIP MECHANIC 2           |
| D711      | 4435      | HEAVY EQUIP REPAIR SUPV          |
| D704      | 1320      | HUMAN RESOURCE ANALYST 1         |
| D704      | 1321      | HUMAN RESOURCE ANALYST 2         |
| D704      | 1322      | HUMAN RESOURCE ANALYST 3         |
| D704      | 1319      | HUMAN RESOURCE ASSISTANT         |
| D717      | 6605*     | HUMAN SERVICES ASST 1            |
| D717      | 6606      | HUMAN SERVICES ASST 2            |
| D717      | 6630      | HUMAN SERVICES CASE MANAGER      |
| D717      | 6657      | HUMAN SERVICES SPEC 1            |
| D717      | 6658      | HUMAN SERVICES SPEC 2            |
| D717      | 6659      | HUMAN SERVICES SPEC 3            |
| D717      | 6660      | HUMAN SERVICES SPEC 4            |
| D711      | 4112      | HVAC CONTROL TECH                |
| D708      | 5705      | INDUSTRIAL HYGIENIST 1           |
| D708      | 5706      | INDUSTRIAL HYGIENIST 2           |
| D708      | 5707      | INDUSTRIAL HYGIENIST 3           |
| D708      | 5708      | INDUSTRIAL HYGIENIST 4           |
| D720      | 1481      | INFORMATION SYSTEMS SPEC 1       |
| D720      | 1482      | INFORMATION SYSTEMS SPEC 2       |
| D720      | 1483      | INFORMATION SYSTEMS SPEC 3       |
| D720      | 1484      | INFORMATION SYSTEMS SPEC 4       |
| D720      | 1485      | INFORMATION SYSTEMS SPEC 5       |
| D720      | 1486      | INFORMATION SYSTEMS SPEC 6       |
| D720      | 1487      | INFORMATION SYSTEMS SPEC 7       |
| D720      | 1488      | INFORMATION SYSTEMS SPEC 8       |
| D720      | 1492      | INFORMATION SPECIALIST           |
| D705      | 6214      | INSTITUTION REGISTERED NURSE     |
| D716      | 2319      | INSTITUTION TEACHER (BA)         |
| D716      | 2320      | INSTITUTION TEACHER (MA)         |
| D716      | 2321      | INSTITUTION TEACHER SUPV         |

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|-----------|-----------|---------------------------------------|
| D709      | 5741      | INSURANCE COMPLIANCE OFFICER          |
| D719      | 5742      | INSURANCE EXAMINER 1                  |
| D719      | 5743      | INSURANCE EXAMINER 2                  |
| D719      | 5616      | INTERNAL AUDITOR 1                    |
| D719      | 5617      | INTERNAL AUDITOR 2                    |
| D719      | 5618      | INTERNAL AUDITOR 3                    |
| D718      | 0709      | INVENTORY CONTROL SPEC                |
| D709      | 5231      | INVESTIGATOR 1                        |
| D709      | 5232      | INVESTIGATOR 2                        |
| D709      | 5233      | INVESTIGATOR 3                        |
| D719      | 1236      | INVESTMENT ANALYST                    |
| D719      | 1241      | INVESTMENT OFFICER A                  |
| D719      | 1242      | INVESTMENT OFFICER B                  |
| D717      | 6634      | JUVENILE PAROLE/PROBATION OFFICER     |
| D716      | 6632      | JUVENILE PROB/CORR COUNSELOR/SOC SERV |
| D706      | 6807      | LABORATORY ASSISTANT                  |
| D706      | 6810      | LABORATORY TECH 1                     |
| D706      | 6811      | LABORATORY TECH 2                     |
| D711      | 4115*     | LABORER 1                             |
| D711      | 4116*     | LABORER 2                             |
| D709      | 0755      | LAND AGENT                            |
| D713      | 3611      | LANDSCAPE ARCHITECT                   |
| D713      | 4113      | LANDSCAPE MAINTENANCE SUPT            |
| D708      | 3789      | LATENT PRINT EXAMINER                 |
| D709      | 1520      | LAW CLERK                             |
| D709      | 1460      | LAW ENFORCEMENT DATA SYS (LEDS) SPEC  |
| D722      | 0110      | LEGAL SECRETARY                       |
| D721      | 2220      | LIBRARIAN                             |
| D705      | 6502      | LICENSED PHYSICAL THERAPY ASST        |
| D705      | 6135      | LICENSED PRACTICAL NURSE              |
| D706      | 6550      | LICENSED RESPIRATORY CARE TECH        |
| D719      | 5556      | LIEUTENANT                            |
| D708      | 1517      | LIQUOR CONTROL COMM HEARINGS OFFICER  |
| D708      | 5722      | LIQUOR CONTROL INSPECTOR              |
| D711      | 4139      | LIQUOR DISTRIBUTION EQUIP OPER        |
| D711      | 4137*     | LIQUOR DISTRIBUTION WORKER 1          |
| D711      | 4138      | LIQUOR DISTRIBUTION WORKER 2          |
| D709      | 5721      | LIQUOR LICENSE INVESTIGATOR           |
| D708      | 5723      | LIQUOR REGULATORY SPECIALIST          |

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|------------------|------------------|-----------------------------------|
| D711             | 4125*            | LITTER PATROL WORKER              |
| D711             | 5420             | LIVESTOCK BRAND INSPECTOR         |
| D711             | 4227             | LOCKSMITH                         |
| D711             | 4215             | MACHINIST                         |
| D722             | 0403             | MAIL EQUIPMENT OPERATOR 1         |
| D722             | 0404             | MAIL EQUIPMENT OPERATOR 2         |
| D722             | 0405*            | MAIL SERVICES ASST                |
| D711             | 4118             | MAINTENANCE/LABORER COORD         |
| D702             | 1180             | MANAGEMENT ANALYST 1              |
| D702             | 1181             | MANAGEMENT ANALYST 2              |
| D702             | 1182             | MANAGEMENT ANALYST 3              |
| D716             | 2304             | MANUAL ARTS INSTRUCTOR            |
| D708             | 5347             | MANUFACTURED HOME INSPECTOR       |
| D711             | 4407             | MECHANIC REPAIR WORKER            |
| D711             | 4249             | MECHANICAL SYSTEMS TECHNICIAN     |
| D706             | 6825             | MEDICAL LAB SUPV 1                |
| D706             | 6826             | MEDICAL LAB SUPV 2                |
| D706             | 6820             | MEDICAL LAB TECH 1                |
| D706             | 6821             | MEDICAL LAB TECH 2                |
| D706             | 6823             | MEDICAL LAB TECHNOLOGIST          |
| D706             | 5937             | MEDICAL RECORDS CONSULTANT        |
| D706             | 0015             | MEDICAL RECORDS SPEC              |
| D706             | 6210             | MEDICAL REVIEW COORDINATOR        |
| D722             | 0010             | MEDICAL TRANSCRIPTIONIST          |
| D722             | 0011             | MEDICAL TRANSCRIPTIONIST 2        |
| D705             | 6208             | MENTAL HEALTH REGISTERED NURSE    |
| D708             | 6708             | MENTAL HEALTH SECURITY TECH       |
| D708             | 6531             | MENTAL HEALTH SPECIALIST          |
| D705             | 6209             | MENTAL HEALTH SUPERVISING RN      |
| D717             | 6711             | MENTAL HEALTH THERAPIST 1         |
| D717             | 6712             | MENTAL HEALTH THERAPIST 2         |
| D717             | 6715             | MENTAL HEALTH THERAPIST SUPV      |
| D717             | 6718             | MENTAL HEALTH THERAPY COORD       |
| D717             | 6717             | MENTAL HEALTH THERAPY SHIFT COORD |
| D717             | 6710             | MENTAL HEALTH THERAPY TECH        |
| D715             | 5430             | METROLOGIST                       |
| D707             | 3779             | MICROBIOLOGIST 1                  |
| D707             | 3780             | MICROBIOLOGIST 2                  |
| D707             | 3781             | MICROBIOLOGIST 3                  |
| D708             | 0723             | MILITARY LEASE AGENT              |

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|-----------|-----------|--------------------------------------|
| D708      | 5519      | MILITARY RESOURCE PROT PATROL        |
| D708      | 5857      | MOTOR CARRIER ENFORCEMENT OFFICER 1  |
| D708      | 5858      | MOTOR CARRIER ENFORCEMENT OFFICER 2  |
| D708      | 5825      | MOTOR CARRIER SPEC 1                 |
| D708      | 5826      | MOTOR CARRIER SPEC 2                 |
| D715      | 8501      | NATURAL RESOURCES SPEC 1             |
| D715      | 8502      | NATURAL RESOURCES SPEC 2             |
| D715      | 8503      | NATURAL RESOURCES SPEC 3             |
| D715      | 8504      | NATURAL RESOURCES SPEC 4             |
| D715      | 8505      | NATURAL RESOURCES SPEC 5             |
| D705      | 6241      | NURSE MGR                            |
| D705      | 6255      | NURSE PRACTITIONER                   |
| D717      | 6289      | NURSING ASSISTANT PROGRAM CONSULTANT |
| D717      | 5955      | NUTRITION CONSULTANT                 |
| D708      | 5709      | OCCUPATIONAL SFTY SPEC 1             |
| D708      | 5710      | OCCUPATIONAL SFTY SPEC 2             |
| D708      | 5711      | OCCUPATIONAL SFTY SPEC 3             |
| D706      | 6508      | OCCUPATIONAL THERAPIST               |
| D722      | 0101*     | OFFICE ASSISTANT 1                   |
| D722      | 0102      | OFFICE ASSISTANT 2                   |
| D722      | 0801      | OFFICE COORDINATOR                   |
| D722      | 0805      | OFFICE MANAGER 1                     |
| D702      | 0806      | OFFICE MANAGER 2                     |
| D702      | 0807      | OFFICE MANAGER 3                     |
| D722      | 0103      | OFFICE SPECIALIST 1                  |
| D722      | 0104      | OFFICE SPECIALIST 2                  |
| D711      | 4209      | PAINTER                              |
| D709      | 1523      | PARALEGAL 1                          |
| D709      | 1524      | PARALEGAL 2                          |
| D709      | 1525      | PARALEGAL 3                          |
| D711      | 8425      | PARK MAINTENANCE COORD               |
| D715      | 8430      | PARK MANAGER 1                       |
| D715      | 8431      | PARK MANAGER 2                       |
| D715      | 8432      | PARK MANAGER 3                       |
| D715      | 8423      | PARK RANGER                          |
| D708      | 5550*     | PARKING SERVICES REP                 |
| D718      | 0775      | PARTS SUPPLY SPEC 1                  |
| D718      | 0776      | PARTS SUPPLY SPEC 2                  |
| D718      | 0777      | PARTS SUPPLY SPEC 3                  |

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|------------------|------------------|--------------------------------|
| D716             | 2380             | PASTORAL EDUCATION COORDINATOR |
| D705             | 6260             | PHARMACIST                     |
| D705             | 6264             | PHARMACY MGR 1                 |
| D705             | 6265             | PHARMACY MGR 2                 |
| D706             | 6385             | PHARMACY TECH 1                |
| D706             | 6386             | PHARMACY TECH 2                |
| D712             | 2546             | PHOTOGRAPHER 1                 |
| D712             | 2547             | PHOTOGRAPHER 2                 |
| D705             | 6503             | PHYSICAL THERAPIST             |
| D705             | 6505             | PHYSICAL THERAPY PROG MGR      |
| D705             | 6257             | PHYSICIAN'S ASST               |
| D715             | 1107             | PLANNER 1                      |
| D715             | 1108             | PLANNER 2                      |
| D715             | 1109             | PLANNER 3                      |
| D708             | 5343             | PLANS EXAMINER 1               |
| D708             | 5344             | PLANS EXAMINER 2               |
| D711             | 4221             | PLASTERER                      |
| D711             | 4211             | PLUMBER                        |
| D708             | 5354             | PLUMBING INSPECTOR             |
| D719             | 1143             | POLICY AND BUDGET ANALYST      |
| D706             | 6684             | PREADMISSION SCREEN SPEC       |
| D711             | 3142             | PREVENTIVE MAINTENANCE PLANNER |
| D702             | 0851             | PRINCIPAL CONTRIBUTOR 1        |
| D702             | 0852             | PRINCIPAL CONTRIBUTOR 2        |
| D702             | 0853             | PRINCIPAL CONTRIBUTOR 3        |
| D702             | 7000             | PRINCIPAL EXEC/MGR A           |
| D702             | 7002             | PRINCIPAL EXEC/MGR B           |
| D702             | 7004             | PRINCIPAL EXEC/MGR C           |
| D702             | 7006             | PRINCIPAL EXEC/MGR D           |
| D702             | 7008             | PRINCIPAL EXEC/MGR E           |
| D702             | 7010             | PRINCIPAL EXEC/MGR F           |
| D702             | 7012             | PRINCIPAL EXEC/MGR G           |
| D702             | 7014             | PRINCIPAL EXEC/MGR H           |
| D702             | 7016             | PRINCIPAL EXEC/MGR I           |
| D702             | 7018             | PRINCIPAL EXEC/MGR J           |
| D712             | 2446             | PRINT SERVICES TECHNICIAN      |
| D712             | 2441             | PRINTING PRESS OPERATOR        |
| D712             | 2475             | PRINTING PRODUCTION COORD      |
| D712             | 2476             | PRINTING TRADES COORD          |
| D712             | 2443             | PRODUCTION SUPERVISOR          |

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|------------------|------------------|---------------------------------|
| D721             | 0816             | PROGRAM REP 1                   |
| D721             | 0817             | PROGRAM REP 2                   |
| D702             | 0812             | PROGRAM TECH 1                  |
| D702             | 0813             | PROGRAM TECH 2                  |
| D703             | 0810             | PROJECT COORD                   |
| D708             | 5515*            | PROPERTY GUARD                  |
| D718             | 0786             | PROPERTY MANAGEMENT SPEC        |
| D718             | 0705             | PROPERTY SPEC 1                 |
| D718             | 0706             | PROPERTY SPEC 2                 |
| D718             | 0707             | PROPERTY SPEC 3                 |
| D716             | 6720             | PSYCHIATRIC SOCIAL WORKER       |
| D702             | 1178             | PUBLIC ADMINISTRATIVE (TRAINEE) |
| D716             | 2327             | PUBLIC HEALTH EDUCATOR 1        |
| D716             | 2328             | PUBLIC HEALTH EDUCATOR 2        |
| D714             | 3420             | PUBLIC HEALTH ENGINEER 1        |
| D714             | 3421             | PUBLIC HEALTH ENGINEER 2        |
| D714             | 3422             | PUBLIC HEALTH ENGINEER 3        |
| D705             | 6228             | PUBLIC HEALTH NURSE 1           |
| D705             | 6229             | PUBLIC HEALTH NURSE 2           |
| D707             | 3432             | PUBLIC HEALTH TOXICOLOGIST      |
| D705             | 6445             | PUBLIC HEALTH VETERINARIAN      |
| D721             | 2110             | PUBLIC INFORMATION ASST         |
| D721             | 2111             | PUBLIC INFORMATION REP 1        |
| D721             | 2112             | PUBLIC INFORMATION REP 2        |
| D716             | 1340             | PUBLIC SAFETY TRAINING SPEC     |
| D722             | 0321             | PUBLIC SERVICE REP 1            |
| D722             | 0322             | PUBLIC SERVICE REP 2            |
| D721             | 0323             | PUBLIC SERVICE REP 3            |
| D721             | 0324             | PUBLIC SERVICE REP 4            |
| D709             | 1516             | PUBLIC UTILITY HEARINGS OFFICER |
| D721             | 2147             | PUBLICATIONS EDITOR             |
| D716             | 2323             | PUPIL TRANSPORTATION CONSULTANT |
| D718             | 0771             | PURCHASER 1                     |
| D718             | 0772             | PURCHASER 2                     |
| D718             | 0773             | PURCHASER 3                     |
| D717             | 6211             | QUALITY ASSURANCE COORDINATOR   |
| D717             | 6655             | QUALITY ASSURANCE SPEC 1        |
| D717             | 6656             | QUALITY ASSURANCE SPEC 2        |

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|-----------|-----------|---|
| D708      | 3788      | QUESTIONED DOCUMENT EXAMINER              |
| D706      | 6348      | RADIOLOGIC TECHNOLOGIST                   |
| D708      | 5835      | RAILROAD SPEC 1                           |
| D708      | 5836      | RAILROAD SPEC 2                           |
| D711      | 8420      | RANGER AIDE                               |
| D720      | 2202      | RECORDS MANAGEMENT ANALYST 1              |
| D720      | 2203      | RECORDS MANAGEMENT ANALYST 2              |
| D717      | 6520      | RECREATIONAL SPEC                         |
| D708      | 5346      | RECREATIONAL VEHICLE/PARK INSP            |
| D711      | 4470      | REFRIGERATION MECHANIC                    |
| D702      | 0427      | REHABILITATION INDUSTRIES REPRESENTATIVE  |
| D717      | 2332      | REHABILITATION INST FOR THE BLIND (ENTRY) |
| D717      | 2333      | REHABILITATION INST FOR THE BLIND         |
| D717      | 6650      | REHABILITATION REVIEW CONSULT             |
| D717      | 6521      | REHABILITATION THERAPIST                  |
| D717      | 6524      | REHABILITATION THERAPY PROG MGR           |
| D717      | 6523      | REHABILITATION THERAPY SUPV               |
| D721      | 1115      | RESEARCH ANALYST 1                        |
| D721      | 1116      | RESEARCH ANALYST 2                        |
| D721      | 1117      | RESEARCH ANALYST 3                        |
| D721      | 1118      | RESEARCH ANALYST 4                        |
| D716      | 0841      | RETIREMENT COUNSELOR 1                    |
| D716      | 0842      | RETIREMENT COUNSELOR 2                    |
| D708      | 5110      | REVENUE AGENT 1                           |
| D708      | 5111      | REVENUE AGENT 2                           |
| D708      | 5112      | REVENUE AGENT 3                           |
| D719      | 5650      | REVENUE AUDITOR 1                         |
| D719      | 5651      | REVENUE AUDITOR 2                         |
| D719      | 5652      | REVENUE AUDITOR 3                         |
| D719      | 5114      | REVENUE SUPERVISOR                        |
| D709      | 0760      | RIGHT-OF-WAY AGENT (ENTRY)                |
| D709      | 0761      | RIGHT-OF-WAY AGENT 1                      |
| D709      | 0762      | RIGHT-OF-WAY AGENT 2                      |
| D705      | 6219      | RN EPIDEMIOLOGIST                         |
| D704      | 1345      | SAFETY SPECIALIST 1                       |
| D704      | 1346      | SAFETY SPECIALIST 2                       |
| D721      | 2150      | SCIENCE OR TECHNICAL EDITOR               |

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|-----------|-----------|-----------------------------------|
| D707      | 4338      | SCIENTIFIC INSTRUMENT TECH 1      |
| D707      | 4339      | SCIENTIFIC INSTRUMENT TECH 2      |
| D711      | 9200      | SEAMSTER 1                        |
| D711      | 9201      | SEAMSTER 2                        |
| D719      | 5670      | SECURITIES EXAMINER (ENTRY)       |
| D719      | 5671      | SECURITIES EXAMINER               |
| D717      | 2305      | SHELTERED WORKSHOP THERAPIST      |
| D708      | 5454      | SHIPPING POINT DIST MGR 1         |
| D708      | 5455      | SHIPPING POINT DIST MGR 2         |
| D708      | 5450      | SHIPPING POINT INSPECTOR 1        |
| D708      | 5451      | SHIPPING POINT INSPECTOR 2        |
| D708      | 5453      | SHIPPING POINT INSPECTOR ASST MGR |
| D711      | 4130      | SIGN TECH 1                       |
| D711      | 4131      | SIGN TECH 2                       |
| D711      | 4132      | SIGN TECH 3                       |
| D717      | 6609      | SOCIAL SERVICES ASSISTANT         |
| D717      | 6611      | SOCIAL SERVICE SPEC (ENTRY)       |
| D717      | 6612      | SOCIAL SERVICE SPEC 1             |
| D717      | 6613      | SOCIAL SERVICE SPEC 2             |
| D717      | 6200      | SPEECH/LANGUAGE PATHOLOGIST       |
| D722      | 0901      | STAFF COORDINATING TECH 1         |
| D722      | 0902      | STAFF COORDINATING TECH 2         |
| D722      | 6226      | STAFF DEVELOP NURSE               |
| D719      | 5662      | STATE AUDIT ADMINISTRATOR         |
| D719      | 5664      | STATE AUDITOR 1                   |
| D719      | 5665      | STATE AUDITOR 2                   |
| D719      | 5666      | STATE AUDITOR 3                   |
| D704      | 1324      | STATE LABOR RELATIONS MANAGER     |
| D722      | 0251      | STATE LIBRARY SPEC 1              |
| D721      | 0252      | STATE LIBRARY SPEC 2              |
| D721      | 0313      | STATE POLICE TELECOMMUNICATOR 1   |
| D721      | 0314      | STATE POLICE TELECOMMUNICATOR 2   |
| D705      | 6441      | STATE VETERINARIAN                |
| D711      | 4250      | STATIONARY BOILER OPERATOR        |
| D708      | 5345      | STRUCTURAL/MECHANICAL INSPECTOR   |
| D714      | 3101      | STUDENT ENGINEER SPEC             |

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|-----------|-----------|--|
| D717      | 6701*     | STUDENT HUMAN SERVICE WORKER             |
| D722      | 0100*     | STUDENT OFFICE WORKER                    |
| D702      | 0150*     | STUDENT PROF/TECH WORKER                 |
| D711      | 4114*     | STUDENT WKR (LBR/TRD/SERV)               |
| D715      | 8235*     | STUDENT/PROF FORESTER WORKER             |
| D719      | 1219      | SUPERVISING ACCOUNTANT                   |
| D719      | 0213      | SUPERVISING ACCOUNTING TECHNICIAN        |
| D710      | 9119      | SUPERVISING COOK                         |
| D709      | 1518      | SUPERVISING CORRECTIONS HEARINGS OFFICER |
| D708      | 5562      | SUPERVISING DEPUTY STATE FIRE MARSHAL    |
| D702      | 0833      | SUPERVISING EXECUTIVE ASST               |
| D715      | 3775      | SUPERVISING FISH & W/L BIOLOGIST         |
| D719      | 5745      | SUPERVISING INSURANCE EXAMINER           |
| D711      | 5423      | SUPERVISING LIVESTOCK BRAND INSPECTOR    |
| D715      | 3423      | SUPERVISING PUBLIC HEALTH ENGINEER       |
| D705      | 6240      | SUPERVISING REGISTERED NURSE             |
| D722      | 0112      | SUPPORT SERVICES SUPV 1                  |
| D702      | 0113      | SUPPORT SERVICES SUPV 2                  |
| D702      | 0114      | SUPPORT SERVICES SUPV 3                  |
| D722      | 0001*     | SUPPORTED EMPLOYMENT WORKER              |
| D720      | 1410      | SYSTEM & PROGRAM SUPV 1                  |
| D720      | 1411      | SYSTEM & PROGRAM SUPV 2                  |
| D719      | 5630      | TAX AUDITOR (ENTRY)                      |
| D719      | 5631      | TAX AUDITOR 1                            |
| D719      | 5632      | TAX AUDITOR 2                            |
| D721      | 1170      | TAX ECONOMIST                            |
| D716      | 2302      | TEACHING ASST                            |
| D702      | 0831      | TECH & EXEC ASST 1                       |
| D702      | 0832      | TECH & EXEC ASST 2                       |
| D716      | 6298      | TEST COORDINATOR                         |
| D709      | 0739      | TIMBER AUDITOR/APPRaiser 1               |
| D709      | 0740      | TIMBER AUDITOR/APPRaiser 2               |
| D709      | 0741      | TIMBER AUDITOR/APPRaiser 3               |
| D711      | 4123      | TRADES/MAINTENANCE COORD                 |
| D711      | 4186      | TRADES/MAINTENANCE SUPV 1                |
| D711      | 4187      | TRADES/MAINTENANCE SUPV 2                |
| D711      | 4120*     | TRADES/MAINTENANCE WORKER 1              |
| D711      | 4121      | TRADES/MAINTENANCE WORKER 2              |
| D714      | 4309      | TRAFFIC SIGNAL TECH 1                    |
| D714      | 4310      | TRAFFIC SIGNAL TECH 2                    |
| D714      | 4311      | TRAFFIC SIGNAL TECH 3                    |

**POST CODE:** Identifies job group for announcements on Internet.

\* = Non-competitive Classification

| POST CODE | CLASS NO. | CLASS TITLE                                 |
|-----------|-----------|---|
| D711      | 1105*     | TRAFFIC SURVEY INTERVIEWER                  |
| D716      | 1338      | TRAINING AND DEVELOPMENT SPECIALIST 1       |
| D716      | 1339      | TRAINING AND DEVELOPMENT SPECIALIST 2       |
| D712      | 2540      | TRANSPORTATION AERIAL PHOTOGRAPHER          |
| D714      | 3220      | TRANSPORTATION ENGINEER 1                   |
| D714      | 3221      | TRANSPORTATION ENGINEER 2                   |
| D714      | 3222      | TRANSPORTATION ENGINEER 3                   |
| D711      | 4161      | TRANSPORTATION MAINTENANCE COORDINATOR 1    |
| D711      | 4162      | TRANSPORTATION MAINTENANCE COORDINATOR 2    |
| D711      | 4151      | TRANSPORTATION MAINTENANCE SPECIALIST 1     |
| D711      | 4152      | TRANSPORTATION MAINTENANCE SPECIALIST 2     |
| D711      | 4160      | TRANSPORTATION MAINTENANCE SUPERVISOR       |
| D708      | 0333      | TRANSPORTATION SERVICES OFFICE LEADER       |
| D711      | 4163      | TRANSPORTATION OPERATION SPECIALIST         |
| D708      | 0331      | TRANSPORTATION SERVICES REP 1               |
| D708      | 0332      | TRANSPORTATION SERVICES REP 2               |
| D711      | 4403*     | TRANSPORTER                                 |
| D711      | 6101      | TRANSPORTING MENTAL HLTH AIDE               |
| D708      | 1155      | UTILITY AND ENERGY ANALYST 1                |
| D708      | 1156      | UTILITY AND ENERGY ANALYST 2                |
| D708      | 1157      | UTILITY AND ENERGY ANALYST 3                |
| D708      | 3807      | VEHICLE EMISSION TECH 1                     |
| D708      | 3808      | VEHICLE EMISSION TECH 2                     |
| D716      | 0791      | VETERANS' BENEFIT CONSULT                   |
| D708      | 0788      | VETERANS' LOAN OFFICER                      |
| D708      | 0784      | VETERANS' TRUST OFFICER                     |
| D712      | 2176      | VIDEO PRODUCER                              |
| D716      | 6646      | VOCATIONAL REHABILITATION COUNSELOR (ENTRY) |
| D716      | 6647      | VOCATIONAL REHABILITATION COUNSELOR         |
| D716      | 6220      | VOCATIONAL REHABILITATION EVAL CENTER RN    |
| D716      | 6648      | VOCATIONAL REHABILITATION SPEC              |
| D716      | 2306      | VOCATIONAL TRAINING INSTRUCTOR              |
| D716      | 6682      | VOLUNTEER PROGRAM MGR                       |
| D708      | 5245      | WAGE & HOUR COMPLIANCE SPEC                 |
| D722      | 5410      | WATER RIGHTS SPEC 1                         |
| D722      | 5411      | WATER RIGHTS SPEC 2                         |
| D715      | 5412      | WATER RIGHTS SPEC 3                         |
| D711      | 4223      | WELDER                                      |

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| POST<br>CODE | CLASS<br>NO. | CLASS TITLE                        |
|--------------|--------------|------------------------------------|
| D723         | 0530         | WORD PROCESSING TECH 1             |
| D723         | 0531         | WORD PROCESSING TECH 2             |
| D723         | 0532         | WORD PROCESSING TECH 3             |
| D709         | 1545         | WORKERS' COMP BOARD LEGAL STAFF    |
| D716         | 6755         | YOUTH CORRECTIONS UNIT COORDINATOR |

- END -

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# DEFINITIONS OF PERSONNEL TERMS

[OAR 105-010-0000](#) and [HRSD State Policy 10.000.01](#)

**210 Letters:** Identifies the letters sent to active applicants on recruitment lists advising them the list will be cancelled. The letter identifies the announcement, the date of list cancellation, why the list is being cancelled, and if it's being replaced with a new recruitment.

**Abolishment/establishment:** Simultaneous abolishment of a position and establishment of another position of a different classification. Differs from a reclassification primarily in that the new job is: **a)** significantly different from the former one, usually requiring different knowledges and skills; or **b)** the change is almost instant rather than over a period of time.

**Administrative:** Work relating to the implementation and execution of policy, laws, contracts, etc., as distinguished from policy making, law making, etc. Included are such occupations as personnel, budgeting, and management analysis.

**Administer:** To manage, supervise or direct the execution, use or conduct.

**Adopt An Announcement:** The date the applicant list is established and becomes available for certification - Usually after all applications are reviewed, graded and data entered into the applicant tracking system (APPL/CERT).

**Advanced:** Denotes a skill level required for a job. It indicates the first level above the journeyman or proficient level of a given class series.

**Affirmative Action Certificate:** A list of candidates that are selectively certified from an eligible list based on the specific factors of race or sex.

**Allocation:** Assignment of a position to a classification.

- **Misallocation:** An error in the allocation of a position and/or employee to the classification system.
- **Reallocation:** A classification change based on the finding that a position was previously allocated to an inappropriate classification and the duties remain the same.

**Analysis:** The study and separation of anything into its principal parts to arrive at a conclusion by examining and evaluating the relationship among the parts.

**Analyze:** To understand the rules. To study or determine the nature and relationship of the parts by analysis. To subject to scientific or grammatical analysis. To study in detail by breaking down into simple elements.

**Announcement:** A written notice of a recruitment which includes a description of duties, salary, entrance requirements, rating process, recruitment period, and other pertinent information.

**APPL/CERT:** The Applicant/Certification User Manual and process for keeping track of applicant information.

**Application and Examination Notice:** A notice sent to applicants to inform them of their application status.

**Appointing Authority:** An agency head and any person designated by the agency head as having power to make appointments to positions in the state service and take other personnel actions.

**Appointment:** The hiring of a person into a position in state service.

- **Initial Appointment:** The initial appointment to a position in state service or the appointment of a former employee whose reemployment eligibility or layoff rights have expired.
- **Limited-competitive Appointment:** An appointment to a non-competitive classification made by limiting the competition for appointment for appointment to economically disadvantaged persons who meet the criteria outlined in **OAR 105-040-0060**.
- **Limited Duration Appointment:** An appointment for a study or project of uncertain or limited duration, or when position reduction is anticipated.
- **Non-competitive Appointment:** An appointment to a classification comprised of unskilled or semi-skilled positions for which there are minimal or no knowledge or skills requirements, no screening, and no ranking. Where more than one candidate is referred hiring manager may use a limited-competitive process to select the most qualified. **OAR 105-040-0060** and **Policy 43.005.01**

**Apprentice:** A person learning a skilled trade through a formal program of supervised work experience and related classroom instruction.

**Assistant:** Level typically given to an entry-level worker who performs routine tasks in support of professional or technical positions.

**Audit:** A formal or official methodical examination and verification.

**Augment List:** To re-open a recruitment for the intent of adding names to an established pool of applicants (usually indicated by an alpha letter after the announcement number).

**Authority:** The power to decide upon a course of action without further approval.

**Batch Notice:** Notices pulled from the APPL/CERT system to identify active applicants on a list that is to be canceled. Batch notices are printed on "Application and Examination Notice" forms. Each identified applicant is notified in writing, by the requesting agency, that the list will be cancelled (210 letters).

**Base Pay:** An employee's regular monthly rate of pay.

**Benchmark:** See Market Benchmark listed under Salary.

**Break in Service:** A separation from employment of more than 15 calendar days.

**Bumping:** Displacement of one employee by another qualified employee in layoff situations.

**Cancel Announcement:** Canceling an announcement is generally done when an agency decides not to fill a position. Agencies must send letters to applicants explaining why the recruitment was cancelled. Refer to: Batch Notice.

**Cancel List:** A list may be canceled when: **(a)** an announcement is cancelled because the position will not be filled, or **(b)** an established applicant list is cancelled due to a change in the minimum qualifications or the test. In either case all applicants (identified through batch notices) are notified, by the requesting agency, via 210 letters that the list is being cancelled. If a new list is being established, a copy of the new announcement accompanies the letter and applicants are advised if they must reapply and/or retest. Reference **OAR 105-040-0030 (1)(k)**.

**Case Work / Social Work:** Investigations are made to determine what is best for the client and not the company / agency. Determining what is best for the client is the primary goal. Act as an advocate on behalf of the client. Assess client needs.

**Central Evaluation Team (CET):** The team, composed of agency and Department of Administrative Services staff, having responsibility for determining the relative value of work performed in each classification using the point factor of job evaluation. (See Hay)

**Certificate Number:** A computer assigned number on the Certificate of Eligibles used for tracking purposes.

**Certificate of Eligibles:** A list of qualified, active candidates eligible to be invited to interview for a given recruitment.

**Certification:** A formal acknowledgment that a state agency has been delegated the authority and responsibility to conduct specific human resource management related activities.

**Certified Agency:** An agency that is certified by the Administrator of the Human Resource Services Division as having the necessary resources and procedures in place to assure compliance with identified performance standards for human resource management.

**Characteristic:** A quality, peculiarity, duty, etc., which typifies a position or class.

**Classification (or Class):** A group of positions sufficiently alike in duties, authorities, and responsibilities that the same qualifications may reasonably be required. Classification specifications can be viewed on the web at: <https://www.oregon.gov/DAS/HR/classcomp.shtml>

- **Agency-specific (unique):** A class used by only one state agency.
- **Limited Classification:** An obsolete classification that has been removed from the listing of available classifications and is planned for abolishment when all positions within the classification become vacant.
- **Non-Competitive Classification:** Unskilled or semi skilled position for which there are no minimal knowledge, skills, screening or ranking. Apply a limited competitive process to select the most qualified. Reference **OAR 105-040-0060** and **Policy 43.005.01**.
- **Statewide (common):** A class with positions allocated to more than one agency.

**Classification Plan:** All the classifications adopted by the Division, the classification specifications, and the procedures and policies for keeping the classifications current.

**Classification Specification:** An official document for each classification that includes a class title, distinguishing features, characteristic duties, and necessary knowledge and skills.

**Classified Service:** Positions other than Management Service, Executive Service, Exempt Service, or those in state service, which are not listed in **ORS 240.200, 240.205, and 240.212**.

#### **COMPENSATION:**

- **Compensation Plan:** The schedule of rates of pay for the various classes and titles in state service authorized by legislative action and adopted by the Division.
- **Market Benchmark:** Classifications or positions with characteristics, which can be compared with jobs in the market. Generally they represent occupations or organizational levels important to the employer. Market benchmarks are used to assess compensation competitiveness in the appropriate labor market.
- **Market Compensation Survey:** A total compensation survey of appropriate employers, generally including the public and private sectors, for representative classifications, to determine the state's overall market position.
- **Market Position:** The state's overall compensation position, including salary and benefits, compared to the appropriate labor market(s).
- **Pay Line:** The statistically derived trend line that shows the middle pay value of all state classifications, generally based on market survey data.
- **Pay Line Exception:** A range of pay for a class that differs from the evaluated range of pay.

**Completed Staff Work:** The study of a problem and presentation of a solution in such a form that a decision maker can indicate approval and implement the recommended decisions simply by signing.

**Confidential Employee:** One who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining. Excluded from collective bargaining.

**Consult:** Serve as a source of technical information. Provides ideas to define and clarify.

**Continuous Recruitment:** A recruitment with no close date. Open until further notice (OUFN).

**Coordinate:** Decides time, place and sequence of operations of a process, system, or organization. Decides the need for revision of goals, policies or procedures, on the basis of analysis of data and of performance review of pertinent objectives and requirements. Includes making decisions and reporting on events.

**Cost Accounting:** In private industry this term normally applies to manufacturing operations. The function involves the identification, allocation, system maintenance, tracking and evaluation/analysis of various cost items in relation to a manufacturing operation. The techniques are applicable to non-manufacturing functions.

**Coursework In:** Just one class in the right area is acceptable.

**Cross Fill:** The appointing of an employee to a position in a different classification with the same salary range number.

**Degree In:** Must be graduated with the specified degree.

**Delegated Authority:** Authority for agencies to conduct announcements and exams for positions in their agency and in return, the agency has agreed to several conditions stipulated by DAS.

**Delegation:** Entrusting an activity to another person. Giving another the right to make decisions.

**Demotion:** The voluntary or involuntary movement of an employee from a position in one classification to a position in another classification having a lower salary range number.

**Direct Appointment:** An alternate appointment method used other than open competitive. Reference **OAR 105-40-050**.

**Director:** One who organizes and oversees others in program implementation. Guidance of employees will usually constitute a part of directing activities and procedures. NOTE: A Director may be responsible for the program activities and subordinate employees but may not provide day-to-day supervision over them.

**Disabled Veteran:** "Disabled veteran" means a person entitled to disability compensation under laws administered by the United States Department of Veterans Affairs, a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty or a person who was awarded the Purple Heart for wounds received in combat. **ORS 408.225(2)**

**Disposition Codes:** Standard codes assigned by the hiring agency to candidates on a Certificate of Eligibles list to designate what action was taken and if a candidate was removed or

inactivated from the applicant list. Each Certificate of Eligibles list must be dispositioned to properly close/finalize the recruitment file. (Refer to APPL/CERT Manual for procedures).

**Domains:** Groups of like Knowledge and Skills.

**Double Fill:** The filling of a position with two or more employees. Reference **OAR 105-040-0070**.

**Eligibility Date:** Identifies the date the application record will expire (based on the eligibility period established on JANI).

**Eligibility Period:** Identifies the length of time (generally 6 or 12 months) an applicant can remain active without reapplying. The eligibility period is determined by the hiring agency and is established on the APPL/CERT announcement file (JANI).

**Eligible List Statistics by Availability:** A report listing announcements that have not been purged from the system (may or may not still be active).

**Establish List:** To open a new recruitment to establish a pool of applicants.

**Executive Service:** Part of the exempt or unclassified service as specified in ORS 240.200(1) and 240.205(1)-(5), or the position is designated as an administrator of an established division within the agency.

**Exempt Employee:** See FLSA.

**Expiration Date (Certificate of Eligibles):** The last date a candidate appearing on the Certificate of Eligibles list can be appointed. The date is system generated based on 60 days from the date of Certificate. Agencies can extend twice for 30 days each.

**Expiration Date (Applicants):** The last date an applicant is active and eligible to appear on a Certificate of Eligibles. The expiration date is computer generated based on the eligibility period established on the APPL/CERT announcement file (JANI).

**First Line Supervisor:** An employee who supervises staff but does not supervise or manage other supervisors or managers.

**Flexible Work Schedule:** See Work Schedule.

**FLSA (Fair Labor Standards Act):** A federal labor law that establishes standards for minimum wages, overtime pay, record keeping and child labor.

- **Exempt Employee:** An executive, administrative, or professional employee, as defined by the FLSA, who is not covered by that Act.
- **Non-Exempt Employee (FLSA):** An employee covered by the Fair Labor Standards Act.

**Full-time:** See Work Schedule.

**Generic Class:** A classification with positions allocated to more than one agency.

**Grievance:**

- **Classified Unrepresented Employee** - A complaint based upon an action taken by an appointing authority alleged to be arbitrary, or contrary to law, rule or policy, or taken for political reasons.
- **Management Service Employee** - A complaint alleging that an assignment, reassignment, transfer or removal due to reorganization or lack of work, is arbitrary, contrary to law, rule or policy or taken for political reasons. Reference **ORS 240.570(2)**.



- **Represented Employee** - Acts, omissions, applications, or interpretations alleged to be violations of the terms or conditions of a bargaining agreement.

**Hay Evaluated Salary Range:** A range of pay that equates to the point value assigned to a classification by the Central Evaluation Team using the Hay Method.

**Hay Method:** The Hay Guide Chart-Profile Method of job evaluation.

**Hay Point Factor Job Evaluation:** A quantitative method of job evaluation used to determine the relative value of work.

**H.I.R.E. (Hiring Individuals Ready for Employment):** H.I.R.E. is a state system to help individuals with disabilities to become employed in state government.

**Human Resource Management:** The procurement, development, utilization, and maintenance of the workforce.

**Independent Contractor:** A person appointed under a personal services contract pursuant to **ORS 291.002, 291.021, and 237.103.**

**Independently:** Work that is performed and completed without the in-process review and assistance of a supervisor.

**Initial Appointment:** See Appointment.

**Injured Worker:** An employee who incurred an injury, while employed in a state executive branch agency, determined to be compensable under **ORS Chapter 656**, who has not exercised or waived reinstatement and reemployment rights under **ORS 659A.043** and **659A.046.**

**Intermittent Work Schedule:** See Work Schedule.

**Interpret (laws, rules, policies):** To explain the meaning in understandable terms and what is required to comply. Compare a non-standard circumstance to a specific guideline and take a course of action based on the intent of the guideline.

**Investigate:** To make a methodical, searching inquiry into a situation in an effort to uncover the facts. Includes documentation of steps taken.

**Irregular Work Schedule:** See Work Schedule.

**Job Analysis:** Any systematic process for collecting, processing, analyzing and interpreting data about positions, about worker-task elements, configurations and interactions.

**Job Share:** A full-time position identified as one that may be held by two or more employees working part-time. Benefits are divided to the employees according to the percentage of time worked (not equal to more than 100%).

**Job Rotation:** The performance, by an employee, of a different work assignment, on a non-permanent basis, for an agreed upon period of time.

**Journeyman: (1)** The fully proficient level of work. An employee at this level should be able to carry out the majority of work assignments with a minimal degree of supervision. **(2)** An employee who has completed an apprenticeship or formalized training program and has performed at a higher level for a period of time.

**Knowledge:** An understanding of facts or principles related to a certain subject gained by experience or training.

**Lateral Transfer:** The movement of an employee (except Temporary) from one position to another within the same salary range. Lateral transfer applicants must meet the minimum qualifications for the new classification as well as position-specific requirements.

**Layoff:** The reduction in force because of lack of work, curtailment of funds, reorganization, or other reasons that do not reflect discredit on the employee.

**Lead Worker:** An employee who, on a recurring daily basis, is assigned the following duties: (1) Prioritize and assign tasks to efficiently complete work; (2) give direction to workers concerning work procedures and performance standards; (3) review the completeness, accuracy, quality and quantity of work; and (4) provide informal feedback of employee performance to the supervisor.

**Legal Setting:** Refers to a courtroom or hearing room where legal decisions are made. It does not refer to an office where claim decisions are made for clients or a law officer issuing a ticket.

**Light Duty Assignment:** See Injured Worker.

**Limited Classification:** See Classification.

**Limited-Competitive Appointment:** See Appointment.

**Limited Duration Appointment:** See Appointment.

**Limited Experience In:** Accept any mention of required experience.

**List:** A statewide injured worker list, agency layoff list, statewide reemployment layoff list, statewide promotion list, agency promotion list, statewide transfer list, or open competitive list containing the names of persons eligible for employment. Reference **OAR 105-040-0010**. Sometimes used in reference to a "Certificate of Eligibles" list.

**Major Course Work:** Significant coursework to provide adequate training (30 quarter hours or 20 semester hours).

**Major Duty:** A recurring task that: **(a)** is a minimum qualification for the position, and **(b)** occupies a significant amount (50% or more) of the employee's time.

**Management:** The act or art of managing. Experience with responsibility for development of program rules and policies, long and short-range plans, program evaluation, and/or budget preparation. The conducting or supervising of something (as a business). The collective body of those who manage or direct an enterprise. Capacity for managing.

**Managerial Employee:** An employee of the State of Oregon who possesses authority to formulate and carry out management decisions or who represents management's interest by taking or effectively recommending discretionary actions that control or implement employer policy and who has discretion in the performance of these management responsibilities beyond the routine discharge of duties. A managerial employee need not act in a supervisory capacity in relation to other employees.

**Management Service:** Positions in state service not in the exempt or unclassified service, determined to be confidential, under **ORS 243.650(6)**, or managerial, under **ORS 243.650(16)**, or supervisory, under **ORS 243.650(23)**.

**Market Benchmark:** See Compensation Plan.

**Market Compensation Survey:** See Compensation Plan.

**Market Position:** See Compensation Plan.

**Maximum Salary Rate:** See Salary Range.

**Merit Increase:** See Salary Range.

**Merit Principal:** A concept of public personnel administration which holds that an employee's selection, assignment, promotion, and retention should be based upon ability to perform duties satisfactorily, rather than upon political affiliation, race, religion, or other extraneous considerations.

**Merit System:** See Salary Range.

**Merit Pay System:** See Salary Range.

**Method:** A systematic plan for attaining an end.

**Minimum Qualifications (MQ's):** Minimum experience, training, knowledge, and skills necessary for admission to a test or for successful entry and performance in a classification or position.

**Minimum Salary Rate:** See Salary Range.

**Misallocation:** See Allocation.

**Nepotism:** Preferential practices based upon personal relationships rather than merit.

**Non-Competitive Appointment:** See Appointment.

**Non-Competitive Classification:** See Classification.

**Non-Exempt Employee:** See FLSA.

**Off-Step Salary Range:** See Salary.

**Part-time:** See Work Schedule.

**Pay Line:** See Compensation Plan.

**Pay Line Exception:** See Compensation Plan.

**Performance Appraisal Evaluation:** A process designed to review and rate employee's work performance.

**Permanent Position:** A full-time or part-time position that is normally expected to last indefinitely subject to availability of permanent funding.

**Permanently Restricted Injured Worker:** See Injured Worker.

**Personnel Action:** Form or process, which documents official position and employee transactions.

**Personnel File:** The official documents and materials related to an individual employee.

**Pertinent Experience:** Having a clear, decisive relevance to the matter at hand. Highly significant.

**P.I.E. (Personnel Information Exchange):** Quarterly meetings held at DAS to disperse information about Personnel Systems and Recruitment issues.

**Plan:** To identify the steps necessary to reach objectives and to define practical courses of action.

**Position Description:** A document that describes, for each position, its duties, authorities and responsibilities assigned by management, and identifies the essential functions of the job.

**Practical Experience:** Three months of relevant experience with one employer is considered to be qualifying for MQ's.

**Procedure:** A progressive series of steps or methods to a known goal.

**Professional:** A field of work, vocation or activity which requires specialized knowledge and typically an educational requirement for entrance (normally a bachelor's degree, or higher, from a university or equivalent institution of higher learning, with a major in the specialized area).

**Professional Level:** The concept of professional and technical work is clearly defined within FLSA, BOLI regulations and classification/work or labor market theory. Professional Level includes:

1. Work in the learned professions. This work includes an advanced type in a field of science or learning which is acquired by a prolonged course of specialized intellectual instructions. This is distinguished from a general academic degree, apprenticeships or routine processes. Examples are law, medicine, nursing, engineering, architecture, teaching, accounting, human resources, computer science or registered medical technology. OR;
2. The work is original or creative in Artistic fields. The work depends primarily on the invention, imagination or talents of the employee. It must be in a recognized field of artistic endeavor such as music, writing, theatre, and graphic arts.
3. To be defined as professional level the work always requires the consistent exercise of discretion and judgment; and usually requires special knowledge or talents applied with discretion and judgment.
4. Generally, the work is mostly intellectual and varied as opposed to routine mental, manual, mechanical or physical work. The work is inherently varied, although routine tasks may be done. For example the work would include repeated tasks that are similar but it is necessary for the worker to constantly use professional judgement and make a variety of interpretations for similar tasks.
5. Usually it is necessary to have at least a bachelor's degree to meet the educational requirement of a professional employee. Although there are some exceptions, such as registered nurse.

**Proficient:** Intermediate/advanced experience level in a specific field or occupation.

**Program:** A comprehensive plan comprising broadly defined objectives and inter-related work projects.

**Progressively Responsible Experience:** Performing increasingly responsible duties from assisting to independently responsible.

**Project Leader:** A particular organizational structure in which an employee gives direction to a group of coworkers assigned on a project basis. While the workers in the group may change, the project leader is always the working leader of the group.

**Promotion:** Moving to a position in a higher salary range for which they meet the minimum qualifications.

**Protected Classes:** Groups of people eligible for affirmative action under the Title VII of the Civil Rights Act and other civil rights legislation.

**Public Record:** A record containing information relating to the conduct of the public's business which is prepared, owned, used or retained by the division or delegated agency.

**Reallocation:** See Allocation.

**Recent Experience:** Experience gained within the past 5 years.

**Reclassification:** A classification change based on a significant change of position duties, authority, and responsibilities, but with continuation of the same general knowledges and skills.

**Recognized Service Date:** See Service Date.

**Recruitment:** The publicizing of job vacancies or potential job vacancies to solicit a pool of qualified applicants from which to make a selection.

**Recruitment Period:** The time between the opening date and the closing date of a recruitment.

**Red Circle:** See Salary Range.

**Reemployment:** The noncompetitive return of a former regular or trial service employee to state service, return from demotion, or return following downward reclassification.

**Regular Status Employee:** An employee who completes a specified trial service period following appointment to a position.

**Regular Work Schedule:** See Work Schedule.

**Related Coursework:** Coursework in a similar subject matter.

**Related list:** An applicant list for a comparable higher, lower, or equal classification containing names of applicants who have knowledge and skills similar to those required for the vacant position and who have been tested in a manner that reasonably measures their ability to perform the duties of the vacant position.

**Related Experience:** Relevant experience.

**Report:** An account of something with formal attention to details to accurately present the relevant facts and information.

**Represented Position:** A position currently represented by a labor union or other official representative.

**Resignation:** A voluntary separation from state service.

**Responsible Experience:** Independent responsibility and accountability.

**Routine:** Repetitive, standardized tasks; not necessarily simple work.

**Salary Eligibility Date:** The date an employee is eligible for consideration for a merit increase.

## **SALARY**

- **Maximum Salary Rate:** The top step or highest rate of pay established for a classification.
- **Merit Increase:** A salary increase awarded to an employee whose performance equals or exceeds the established standards.
- **Merit Pay System:** Allows for the orderly progression of an employee's pay from the established minimum to the maximum of the salary range based on documented meritorious performance.
- **Merit System:** A personnel system in which comparative merit or achievement governs each individual's selection and progress in the service and in which the conditions and awards of performance contribute to the competency and continuity of the service.
- **Minimum Salary Rate:** The first step or lowest rate of pay established for a classification.
- **Off-Step Salary Range:** A salary range with steps having different dollar values from those in the standard range table.
- **Red Circle:** A term used to refer to a procedure in which (usually when an employee's position is reclassified and the employee's current salary is higher than the top step of the new classification) the employee's previous rate of pay above the top step of a new salary range is retained, provided the employee remains in the reclassified position until the rate is equal to or exceeded by the top step of the new salary range.
- **Salary Range:** A range of pay established for a classification, normally including a minimum rate, a maximum rate and intermediate rates.
- **Salary Range Number:** A number, along with any alphabetical prefix or suffix characters, which identifies salary relationships among classifications within a pay structure.
- **Salary Step:** A number assigned to each rate of pay within a salary range, normally beginning with step 1 for the lowest rate and increasing in numerical sequence within the salary range.
- **Off-Step Salary Range:** A salary range with steps having different dollar values from those in the standard range table.
- **Special Salary Increase:** An unscheduled salary increase awarded to employees for extraordinary performance or for other valid reasons.
- **Step-to-Step Salary Adjustment:** Generally the movement from one step to the same step number in a new range. If the number of steps differ, the top step is used as the base for comparison, such as step 6 of a 6-step salary range is equal to step 3 of a 3-step salary range.

**Salary Range Number:** See Salary Range.

**Salary Step:** See Salary

**Seasonal Position:** A position which occurs, terminates, and recurs periodically and regularly regardless of its duration.

- **Seasonal Service Period:** A period of service encompassing the complete season designated by an appointing authority.

**Selective Certification:** A process of contacting all qualified applicants on a Certificate of Eligibles and determining whether or not they meet any special requirements for a position.

**Semi-Skilled Labor:** Occupations which require an intermediate degree of skill within a defined work routine.

**Service Credit:** A numerical computation taking into account length of service and/or merit rating, or a combination of both, used to determine order of individual employee layoff.

**Service Date:** The date reflecting an employee's time in state service which is used to determine the employee's vacation accrual rate.

**Skills:** Competence gained by experience or training; mental or physical proficiency; a developed ability.

**Skill Codes:** Codes assigned to special qualifications related to a position. Skill code sheets are typically attached to the end of a recruitment announcement and submitted as part of the application materials.

**Skilled Labor:** Occupations that require complete knowledge of processes. The ability to exercise considerable independent judgment.

**Special Salary Increase:** See Salary Range.

**Specialist:** An employee whose total work and responsibility pertains to a specific program area. The employee is an expert within the subject matter field.

**Specialized:** Pertaining to one particular area of work.

**Split Shift:** See Work Schedule.

**Staff Level:** Experience providing administrative support to management in such areas as program direction (setting goals and objectives), program planning, budget preparation or controls, and/or providing analytical information that assists management in decision making. Assists in carrying out a program. Counselors, caseload workers, social workers, employment specialists, and teachers do NOT do "staff level work in a technical function related to management." Exceptions would be people who have program responsibilities: for example, a teacher who is also a Department Chairman or a Counselor who also manages the office as well as a caseload.

**Staff Technical:** Works with administration in carrying out program policy and rules/regulations by enforcing and interpreting existing policy. Does not initiate program changes. Has some input into management decisions by providing information for changes.

**Standard/Standardized:** Work performed by using well established and familiar procedures that are regularly used and widely accepted.

**Step-to-Step Salary Adjustment:** See Salary Range.

**Substantial Portion of Time:** At least 50% of total work cycle.

**Supervisory Employee:** An individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign work, reward or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively recommend such action, if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

**Supplemental Certificate:** A system generated list certifying additional names of eligible candidates after the initial Certificate of Eligibles List has been exhausted.

**Supplemental List:** See Supplemental Certificate.

**Support Staff:** Those who perform work including but not limited to general office duties such as typing, filing, records processing, data entry, mail processing, document reproduction and printing **and/or** supply stockrooms or warehouses **and/or** other general work that is in direct support of agency programs or operations.

**Team Leader:** Plans for the needs of a team, such as deciding methods to accomplish work, timelines, priorities, resources needed, and training necessary. They coordinate schedules for team projects, develop technical standards, and monitor work for compliance.

**Technical Level:** In government service it is typically referred to as a level of work to support the professions. For example, a paralegal does not exercise professional discretion and judgement as a lawyer would, but supports the legal profession through research and writing. An X-ray technician would have very limited opportunity to exercise independent discretion and judgment and therefore is at the technical level. They usually work under the direction of medical professionals who perform the complex duties of interpretation and judgment.

**Examples** in State work are Human Resource Assistant, Administrative Specialist and Engineering Specialist.

**Technician:** Someone with specialized knowledge and/or training in a program area.

#### **TEMPORARY**

- **Temporary Appointment:** The non-competitive, non-status appointment for a period of not more than 1,040 hours pursuant to **ORS 240.309**.
- **Temporary Employee:** A person hired into a non-status appointment under the provisions of **Policy 40.025.01**. Such person shall be exempt from all provisions of the State Personnel Relations Law, HRSD Rules and Personnel Policies unless otherwise specified.
- **Temporary Interruption of Employment:** A planned interruption of employment, not exceeding 15 continuous days, caused by lack of work, budget deficit, or other unexpected or unusual reasons or an unplanned interruption caused by environmental or other reasons.

**Temporary Restricted Injured Worker:** See Injured Worker.

**Termination:** The involuntary separation of an employee from state service.

**Test:** A method of giving a rating to a job applicant or of selecting from among the applicants on a certificate of eligibles.

**Test Plan:** Identifies the minimum qualifications and the test domains as a result of a job analysis performed by DAS/HRSD and Subject Matter Experts (SMEs).

**Trades:** Usually learned through a formal apprenticeship program or a degree/certificate program.

**Transfer:** See Lateral Transfer.

**Trial Service Period:** A working test period during which an employee is required to demonstrate, by conduct and actual performance of duties, the qualifications and fitness for the position.

**Unclassified Service:** Positions in state service which are listed in **ORS 240.205**.



**Underfill:** An appointment to a classification lower than the allocated level of the position. May be used for employee development purposes and/or when the agency has not been able to fill the position at the allocated level through open competition. A position may be underfilled when there is a reasonable expectation that the employee will meet minimum qualifications of the allocated level within 24 months of appointment made from a certificate or within 12 months of a direct appointment.

**OAR 105-040-0070.**

**Unrepresented Position:** A position eligible for official representation by a union or association, but for which representation has not been elected.

**Veteran:** means a person who served on active duty with the Armed Forces of the United States:

- For a period of more than 178 consecutive days, and was discharged or released from active duty with other than a dishonorable discharge;
- For 178 days or less and was discharged or released from active duty with other than a dishonorable discharge because of a service-connected disability;
- For at least one day in a combat zone and was discharged or released from active duty with other than a dishonorable discharge; or
- Received a combat or campaign ribbon for service in the Armed Forces of the United States.

“Active duty” does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit. **ORS 408.225(1)**

**Work Out Of Class:** A temporary assignment of an employee to perform the duties (with the authority and responsibilities) of a position classified at a higher salary level, generally for a period of 10 days or more.

**Work Schedule:**

- **Flexible:** A work schedule which varies either the number of hours worked or the starting and stopping times on a daily basis, but not necessarily each day.
- **Full-time:** A work schedule of: **(a)** 40 or more hours per week, or **(b)** an average of 40 or more hours per week over the course of a monthly pay period.
- **Intermittent:** A work schedule based upon assigned work being available only on an irregular basis.
- **Irregular:** A work schedule with the same starting and stopping times such as on four ten-hour days.
- **Part-time:** A work schedule less than full-time.
- **Regular:** A work schedule of eight hours per day, 40 hours per week.
- **Split Shift:** A schedule in which the work day is divided into segments separated by a time period longer than the usual meal period.

**Workday:** A period within 24 consecutive hours.

**Working Conditions:** The physical/mental activities and/or environmental conditions involved in carrying out the duties of a job.

**Working Title:** A position title that is descriptive of the job.

**Workweek:** Generally, a fixed and regularly recurring period of 168 hours during seven consecutive 24-hour periods, or as otherwise allowed by the FLSA.

– END –

# POLICY, ADMINISTRATIVE RULE AND STATUTE

## WHAT ARE THEY? - HOW ARE THEY DEVELOPED?

**OREGON REVISED STATUTE (ORS)** A law that is initiated by the people or referred to the people by the Legislative Assembly or enacted through a bill and signed or allowed to pass by the Governor.

**RULE (OAR)** An agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy or describes the procedure or practice requirements of any agency.

**POLICY** An internal management directive, regulation or statement which does not substantially affect the interests of the public. Policies are sometimes founded on Rules and/or Statutes.

**Rules and Statutes are both filed with the Secretary of State when they are final, whereas, policies are only internal to agencies.**

### EXAMPLE:

#### [State Policy: 10.000.01 Definitions](#)

APPLICABILITY: Members of the public, applicants for state jobs and all state employees.

REFERENCE: ORS 240.143(3); 240.250

#### [Administrative Rule: 105-040-0010 Recruitment and Selection Process](#)

APPLICABILITY: Applicants for State of Oregon positions, classified unrepresented and management service employees, and initial appointment to all classified positions.

REFERENCE: 240.145(3); 240.250; 240.306; 240.321(2); 240.99; 240.391

- END -

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REFERENCE: 240.145(3); 240.250; 240.306; 240.321(2); 240.99; 240.391

**- END -**



## GRADE NOTICE INFORMATION

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**KEEP the enclosed "APPLICATION AND EXAMINATION NOTICE" for your records.** Review your name, address, social security number, etc. for accuracy. Notify us, in writing, immediately of any changes. **Read the instructions** on the back of the notice for additional information. Each box on the front of the notice is numbered with explanations provided on the back.

### TEST RESULTS

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Box 30 shows one of the following types of Final Score:

- a) **QLF (Qualified)** - A score that indicates you have met the minimum qualifications required on the job announcement.
- b) **Numeric Score** - A score based on information you provided relating to the test described on the job announcement.
- c) **ELM (Eliminated)** - This means that you met the "To Qualify" requirements, but did not receive a passing score of 70 on the test. (Veterans' points are added to passing scores only).

Numeric and QLF scores will remain active until the expiration date shown in Box 27 (unless the list is cancelled). If you are **active** and the list is cancelled, you will be notified.

**For additional information, see "Interviews" on the next page.**

### VETERANS' PREFERENCE

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If you are a **qualifying veteran** and: **a)** requested Veterans' Preference, and **b)** attached a copy of your discharge document (DD214 or DD215), you received 5 Veterans' Preference points. If you are a **qualifying disabled veteran**, you received 10 Veterans' Preference points if a) and b) above were met and you attached a copy of your veterans' disability letter from the Department of Veterans' Affairs (only needed if your disability is not noted on your DD214/DD215).

### REAPPLYING/RETAKE TESTS

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You must wait 3 months to retest or reapply and the recruitment must be open for application. See boxes 33 and 35 for the **Retake Date** for which you can retest or reapply. You must submit another completed application along with all required attachments or supplements.

### EXTENDING EXPIRATION DATE

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- **Numerical Scores:** If the job announcement is open, you may request an extension. Submit, to the recruiting agency, an employment application along with a written request to extend. This will extend your eligibility period.
- **QLF Scores:** QLF scores may not be extended. If the job announcement is open, you may reapply by submitting a new application (including any required attachments or supplemental materials).

## TEST REVIEW

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You may request, IN WRITING, a review of your test score. MAIL or FAX it to the agency listed in the "HOW TO APPLY" section of the job announcement –some agencies call this section "APPLICATIONS". **Your request must be received within 10 days of the date shown in Box 1 of the enclosed notice.** State agencies are not obligated to delay filling vacancies until the test review process is completed.

## INTERVIEWS

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When state agencies are ready to interview for vacant positions, they request a list of eligible candidates. These lists are processed differently depending on whether your final score is numerical or QLF (qualified). Listed below outlines how they differ:

- **QLF (Qualified):** Since QLF lists sometimes attract a large number of applicants, agencies may elect to have a secondary screening **or** they may have the computer select a specified number of candidates having the required criteria (i.e. skills, geographical location, etc.).
- **Numeric score:** The hiring agency may choose to interview only those with the highest scores. Due to the size of lists, it is difficult to predict if or when you will be offered an interview.

**NOTE: If you are disabled** and need special arrangements for an interview, such as an interpreter or reader, please advise the agency when you schedule your interview.

## ELIGIBILITY STATUS

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- **If you are hired**, your name will be made inactive on this list and other lists you may be on that are equal or lower in pay.
- **Respond promptly to inquiries from state agencies** regarding appointment or interview. If you fail to respond, your name will be inactivated on the list for which you failed to reply.
- **If you refuse a job offer and wish to remain active**, request that the interviewing agency keep your application record active. Some reasons for declining a job offer will remove your name from the list until further written notice from you.
- **If you are temporarily unavailable for employment**, and your eligibility has not expired, you may request (in writing) that your name be made inactive. When you are again ready to work, you may write to request that your name be reactivated.

## UPDATING YOUR RECORDS

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**Keep us informed** of changes in your name, address, telephone number, and the geographic locations where you will work (availability) through one of the following methods:

- a) Write any changes or updates on a PHOTOCOPY of your "**Application and Examination Notice**"; **sign your request** and mail it to the address where you mailed your application.
- b) Write a letter describing the changes you wish to make – be sure to include your social security number and the announcement number of the list(s) you wish updated. **Sign your request** and mail it to the address where you mailed your application.

# A GUIDE TO REQUESTING CHANGES TO MINIMUM QUALIFICATIONS (MQs)

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If you have any questions regarding Minimum Qualification change requests, please contact the Classification section at DAS/HRSD.

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This process starts with using the knowledge and skill (KS) statements identified in the job specification document. Use all of the following when developing minimum qualifications:

- Only the **minimum or basic level** of knowledge and/or skill should be used as an MQ item. (See attached definitions for Knowledge and Skill.)
- Check to find out if there are any legal constraints regarding MQs (e.g., Nurses must have an RN license, Electrician must have an Electrician license, etc.).
- Use our state job class MQs for comparison.
- Use other city, county, federal job classes for comparison. (The more comparisons you can document for similar jobs, the better justification you have for the minimum qualifications developed.)

DETERMINING MINIMUM QUALIFICATIONS IS AN "ART" - NOT A SCIENCE.

Be careful that the minimum qualification(s) are really the minimum/basic KSs required - not those desired or at the same level required to perform the job duties.

EEOC guidelines also warn that you must make sure standards do not result in adverse impact on any applicant group.

All Minimum Qualifications are on-line at: <http://www.hr.das.state.or.us/hrsd/class>. If you wish to make changes to the MQ's for a classification, please submit the **MQ Change Form** in the following this "MQ Change Guide".

## DEFINITIONS

**Knowledge:** The understanding of facts, ideas, or principles gained by education, training, investigation, or observation.

**Extensive** - A comprehension of all major aspects of the subject area allowing one to solve the most unusual or complex problems in the field. Applicants must come to the job with a comprehensive understanding of the terminology, theory, principles, techniques, materials, tools, and equipment. They use this knowledge to independently solve typical and atypical problems that commonly occur on the job.

**General** - A comprehension of a subject area sufficient to solve the typical problems common to the field. Applicants must come to the job with enough knowledge to understand, be conversant in, and able to explain the terminology used. They must have a complete understanding of the principles, techniques, materials, tools, and equipment to independently solve the typical problems that occur on the job.

**Basic** - A comprehension of a subject area including the elementary terminology, principles, techniques, and their application to simple problems. Applicants must come to the job with enough knowledge to understand the basic terminology used; apply principles, techniques, material, tools, and equipment to simple routing problems that occur on the job.

**Skill:** The use of one's knowledge effectively and readily in the execution or performance of a task or process either mental or physical.

- A knowledge or skill should identify one simple and readily identifiable characteristic. The knowledge and skills are only used for recruiting applicants.
- Include only those knowledge and skills that an applicant is expected to bring to the job. Do not include a knowledge or skill learned on the job during the trial service period.
- Do not develop too many or inflated knowledge and skills. This practice causes recruitment announcements to target the wrong applicant pool. The central evaluation team or labor contract managers do not review the knowledge or skills when deciding the point value or salary range.
- Entry-level classifications normally have more knowledge statements than skills.

**- END -**

# MINIMUM QUALIFICATIONS CHANGE REQUEST FORM

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**INSTRUCTIONS:** This form must be completed when requesting **permanent** changes to minimum qualifications. Requests to permanently change MQs for generic classes - classes containing positions in more than one agency - **will require that you gather information representing all participating agencies and submit that information along with this form.**

All supporting documentation should accompany this form. Incomplete submissions will be returned. The request will be analyzed and the results conveyed to you.

Agency: \_\_\_\_\_ Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Class #: \_\_\_\_\_ Class Title: \_\_\_\_\_ Wkg Title: \_\_\_\_\_

# Employees in Agency: \_\_\_\_\_ # Employees in Other Agencies: \_\_\_\_\_

**NOTE:** If there is more than one agency using the class, a joint request must be submitted that meets the needs of all participating agencies.

Is this class part of a career path? Yes \_\_\_\_ No \_\_\_\_ (Check one)

If "Yes", give the title and number of class(es) that are part of the same career path.

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Why is the change necessary?

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If this change is made, the number of applicants responding will:

Increase \_\_\_\_ Decrease \_\_\_\_ (Check one)

Would this change be better accommodated as part of a T & E questions with differentiating criteria? Yes \_\_\_\_ No \_\_\_\_ (Check one)

What percentage of your agency employees in this class possesses the minimum qualifications that you are requesting? \_\_\_\_\_ %



What alternate minimum qualifications would be equivalent to the change you are requesting?

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Proposed minimum qualification change (feel free to attach a separate sheet):

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What are the appropriate education substitutions for experience (if any)?

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Experience substitutions for education?

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**Please Submit The Following Additional Information**

- Sample position descriptions supporting proposed change (minimum of one).
- Relevant statutes (if any).
- Additional relevant information, i.e., historical recruitment data, assessments of quality of past recruitments, or documents supporting program changes materially affecting the position/classification.

Forward this form with supporting documentation to:

**DAS / HRSD  
Classification Section  
155 Cottage Street NE U30  
Salem, OR 97301-3967**

**- END -**

## **POSITION DESCRIPTION INFORMATION**

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Access the most current Position Description form and the Instructions for completing the form from DAS/Classification's website at: <http://www.hr.das.state.or.us/hrsd/class/classification.htm>

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### **Purpose of the Position Description:**

- Records duties and working conditions of a position
- Determines appropriate classifications
  - Identifies proper salary range
  - Identifies minimum qualifications
- Establishes management's expectations
  - What needs to be done to achieve agency mission and goals
- Sets standard for successful performance
- Identifies essential job functions required by the Americans with disabilities
- Guides
  - Recruitment
  - Selection
  - Performance appraisal
- Determines overtime exemption required by Fair Labor Standards Act (FLSA)
- May prevent grievances and serve as a defense if needed

### **Developing a Position Description - A summary of Steps:**

1. Management describes, defines and assigns the work
2. Employee reviews and revises the description
3. Management or program person reviews the description for program consistency and accuracy
4. Personnel reviews for completeness, clarity, proper classification, and proper type of service (i.e., unclassified, management, or classified)
5. Appointing authority approves
6. The position description becomes an official work assignment

**- END -**



# APPLICATION REVIEW LETTER

Thank you for your interest in employment with the State of Oregon. The purpose of this letter is to explain why your application was not accepted. The reason can be found by matching the code located in Box #24 of the enclosed notice with the same code listed below.

Additional information will not be accepted. However, if the announcement is still open, you may submit a NEW COMPLETE APPLICATION form, including any supplemental information as required on the job announcement. You must mail it to the agency and address listed on the job announcement (in the "How To Apply" section) and it MUST BE RECEIVED BY THE CLOSE DATE.

| <b>APPLICATION INCOMPLETE</b> |   |
|-------------------------------|---|
| <b>AA</b>                     | The "Specialized Skills and Knowledge" section of your application did not: <b>a</b> ) indicate the <b>required skill(s)</b> (typing speed, foreign language, computer program/language, etc), or <b>b</b> ) meet the required <b>"skill level"</b> qualifications listed on the job announcement.  |
| <b>AB</b>                     | Application was <b>1)</b> not signed in ink, <b>2)</b> not readable or <b>3)</b> was incomplete and/or pages missing.   |
| <b>AC</b>                     | The "Work History" section (or additional work history) on your application did not show: <b>1)</b> complete dates, (years and months); <b>2)</b> average number of hours worked per week; and/or <b>3)</b> multiple positions within the same company listed as separate jobs, providing beginning and ending dates and hours worked per week for each position. |
| <b>AD</b>                     | Required Driver's Licenses (CDL, endorsements, etc) <b>or</b> Required Professional License/Registration/Certificate was not indicated in the License/Registration/Certification section of your application (PD100).   |
| <b>AE</b>                     | The "Education/Training History" section of your application did not show: <b>1)</b> credits completed (quarter, semester, or clock hours); <b>2)</b> your course of study (list major) or type of degree or certification earned; or <b>3)</b> whether you graduated and received a degree and/or diploma.   |
| <b>AF</b>                     | Photocopy of college transcripts was not provided as requested on the job announcement or as needed to determine degree equivalency; <b>OR</b> we are unable to accept transcripts that are not identified with the student's name or social security number by the college/university.   |
| <b>AG</b>                     | Skill Codes, Supplements, or Resume: <b>1)</b> were not attached as requested on the job announcement, <b>2)</b> were not filled out correctly, <b>3)</b> an incorrect skill code sheet and/or supplement was attached, or <b>4)</b> incomplete and/or pages missing.   |
| <b>AH</b>                     | Answers to the test questions were: <b>1)</b> not attached to your application; <b>2)</b> incomplete; or <b>3)</b> responding to a different set of questions. (See the "This is the Test" section of the job announcement).  |
| <b>AI</b>                     | Percentage of time actually spent performing qualifying experience was not listed on your application. ( <b>Examples:</b> 4 hours of a 40-hour week equals 10%; <b>or</b> 5 hours of a 20-hour week equals 25%); <b>OR</b> the percentage of time should not total more than 100% per job listed in the "Work History" section.                                   |
| <b>AJ</b>                     | Description of work experience was too brief and/or insufficient to determine if you meet the qualifications for the job. (In the "Work History" section on your application, you must clearly describe your experience in each of the areas listed in the "To Qualify" section of the job announcement).   |
| <b>AK</b>                     | Work experience mentioned in your test answer(s) was not listed in the "Work History" section of your application.  |

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| <b>EXPERIENCE AND/OR TRAINING</b> |  |
|-----------------------------------|--|
| <b>EA</b>                         | Your application did not show enough specific <b>experience</b> to meet the qualifications listed on the job announcement.   |
| <b>EB</b>                         | Your application did not show enough specific <b>education</b> or your degree was not in a related field to meet the qualifications listed on the job announcement.  |
| <b>EC</b>                         | Your application did not show enough specific <b>experience</b> and <b>education</b> to meet the qualifications listed on the job announcement.  |
| <b>ED</b>                         | Your application did not show the <b>specific type</b> of experience and/or education as required on the job announcement. (When listing your work experience, make sure you clearly describe the functions you performed in specialized areas shown in the "To Qualify" section. If that work was not the major focus of your job(s), also indicate percentage of time actually spent performing the specialized work). |
| <b>EE</b>                         | Your management experience was not clearly described. (Management duties would include: providing direction for program, section, unit or organization, including responsibility for: development of program rules and policies, long and short range goals and plans, program evaluation and budget preparation).   |

| <b>OTHER</b> |  |
|--------------|--|
| <b>OA</b>    | A resume (or position description) will not substitute for completing the "Education/Training History" section and/or the "Work History" section of your application form.   |
| <b>OB</b>    | Your application cannot be accepted because: a) you did not pass the Work Style Behavior Survey; or b) you did not complete the Work Style Behavior Survey. <b>You have the opportunity to reapply and retake the survey after 12 months from the date you initially took the survey.</b>  |
| <b>OC</b>    | Your application cannot be accepted because you did not pass the Law Enforcement Data System (LEDS) check and/ or the Personal History Background check.   |
| <b>OD</b>    | The qualification screening questionnaire you completed did not show <b>enough</b> experience and/or education as required on the job announcement. If you feel you qualify, you must submit a new Employment Application PD100 form with the Qualification Screening Questions and the Skill Code Supplement. Instructions for mailing the application are on the job announcement. |
| <b>OE</b>    | Your application did not indicate the appropriate geographic location(s) for this recruitment  |
| <b>OF</b>    | Promotional opportunity only. To qualify, you must be a classified or management service employee of the State of Oregon or the hiring agency.   |
| <b>OG</b>    | You have reapplied and/or tested too soon. You may reapply after the date shown in Box #33 or #35, <b>if the recruitment is still open.</b>  |
| <b>OH</b>    | This recruitment is not open for application; or your application was received in our office after the close date.   |
| <b>TA</b>    | Your experience did not relate to the specific program listed in the job announcement.   |

**REQUESTS FOR REVIEW** must be: a) submitted **in writing**, b) mailed to the **same address/agency listed on the job announcement** (in the "How To Apply" section), AND received **within 10 days** from the date of the enclosed notice.

**NOTE:** Telephone and in-person reviews may not be granted. You will receive a response by mail after the review has been completed.



**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**Human Resource Services Division**  
**REQUEST FOR CERTIFICATION**

| AGENCY TITLE<br>1                       |    |   |    | PREVIOUS CERT. NO.<br>8   | AGENCY NUMBER<br>9 | REQUEST NUMBER<br>10  |  |  |                     |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| CLASS TITLE<br>2                        |    |   |    | CLASS NUMBER<br>11  |                    | ANNOUNCEMENT NUMBER<br>12   |  |  |                     |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WORKING TITLE<br>3                      |    |   |    | TYPE OF LIST REQUESTED (Not limited to examples listed.)<br><input type="checkbox"/> OC <input type="checkbox"/> LO <input type="checkbox"/> TR <input type="checkbox"/> SH<br><input type="checkbox"/> AP <input type="checkbox"/> SW <input type="checkbox"/> RL <input type="checkbox"/> SR  |                    |   |  |  | REPR. CODE<br>14    |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LIST ORDERED BY<br>4                    |    |   |    |   |                    |   |  |  | <b>AVAILABILITY</b> |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ANTICIPATED APPOINTMENT DATE<br>5       |    | BUILD OFF-LINE<br><input type="checkbox"/> Yes<br>6 |    | <input type="checkbox"/> (P) Permanent<br><input type="checkbox"/> (S) Seasonal<br><input type="checkbox"/> (B) Perm/Seas   |                    | <input type="checkbox"/> (F) Full-Time<br><input type="checkbox"/> (P) Part-Time<br><input type="checkbox"/> (I) Intermittent |  | <input type="checkbox"/> (J) Job Share<br><input type="checkbox"/> (E) Full/Part<br><input type="checkbox"/> (B) Any |                     |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| REMARKS<br>7                            |    |   |    | NUMBER OF POSITIONS<br>17   |                    | MAXIMUM NUMBER OF NAMES<br>18   |  |  |                     |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |    |   |    | POSITION NUMBER(S)<br>19  |                    |   | GEOGRAPHIC AVAILABILITY & LOCATION<br>20 |  |                     |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |    |   |    | CLASS SKILL CODES<br>21   |                    |   |  |  |                     |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |    |   |    | CLASS SKILL OPTION<br><input type="checkbox"/> YES - Candidates may have one or more of requested skills.<br>22   |                    |   |  |  |                     |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |    |   |    | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 12.5%;">TYPE</th> <th style="width: 12.5%;">LO</th> <th style="width: 12.5%;">TR</th> <th style="width: 12.5%;">SH</th> <th style="width: 12.5%;">RL</th> <th style="width: 12.5%;">OT</th> <th style="width: 12.5%;">CERT NO.</th> <th style="width: 12.5%;">ON LINE</th> <th style="width: 12.5%;">OFF LINE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> |                    |   |  |  |                     |  |  |  | TYPE | LO | TR | SH | RL | OT | CERT NO. | ON LINE | OFF LINE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TYPE                                    | LO | TR  | SH | RL  | OT                 | CERT NO.  | ON LINE                                  | OFF LINE   |                     |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| SIGNATURE OF APPOINTING AUTHORITY<br>24 |    |   |    | DATE<br>25  |                    | APPROVALS<br>26   |  | DATE PROCESSED<br>27   |                     |  |  |  |      |    |    |    |    |    |          |         |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## INSTRUCTIONS

Submit this form to the Recruitment Unit when requesting certification of names from the Human Resource Services Division eligible lists.

| FIELD   | DESCRIPTION  |
|---------|--|
| 1 - 5   | Complete information as described in each field.   |
| 6       | If box checked, certificate will be printed by Human Resource Services Division after 6:00 pm and shipped the next working day. <b>This is usually done when the certificate is large and would tie up the on-site printer.</b>  |
| 7       | Use for additional information or for additional skill code space.   |
| 8       | If requesting a supplemental certificate this must be completed; otherwise, leave blank.   |
| 9 - 12  | Complete information as described in each field.   |
| 13      | Type of lists include:<br>OC - Open Competitive                      SW - Statewide Promotion                      AP - Agency Promotion<br>TR - Transfer                                      SH - Certified Disabled                      LO - Layoff (Agency use)<br>RL - Statewide Reemployment Layoff (use with skill code RLO); <b>OR</b><br>- Injured Worker (use with skill code INJ)<br>SR - Secondary Recall (OPEU represented employees only) |
| 14      | Complete only if the position being filled is OPEU represented and you are requesting a Secondary Recall list of OPEU employees who had been laid off.   |
| 15 - 16 | Indicate availability as described in each field.  |
| 17      | Indicate total number of vacant positions to be filled.  |
| 18      | Indicate maximum number of eligible candidates you wish.   |
| 19      | List the position number(s) of the vacant position(s) to be filled from this certificate.  |
| 20      | List the city/county geographical code(s) AND city/county name for location of position. Refer to the APPL/CERT User Manual for listing of acceptable codes and names.   |
| 21      | List the skills required for the position. Refer to APPL/CERT User Manual for listing of acceptable skill codes per classification.  |
| 22      | If the box is not checked, certificate will include applicants will <b>ALL</b> of the skills requested. If the box is checked "yes", certificate will include applicants with <b>ONE</b> or more of the skills requested.  |
| 23      | After certificate has been processed, complete the information in each appropriate column, including the Certificate Number and whether printed on-line (in your office) or off-line (overnight print-out from Human Resource Services Division).  |
| 24 - 26 | Complete information as described in each field.   |
| 27      | Enter the date the request was input.  |

# RETENTION OF RECRUITMENT AND EXAM MATERIAL

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Ref: State Archives Division 300  
State Agency General Records Retention Schedule  
Personnel Records section: **OAR 166-300-0040(16)**

For a complete Schedule, contact the State Archivist.

Retain in a central location all materials used to recruit, test, interview, and reference-check applicants for the following purposes:

- documentation
- legal defense
- to monitor interview practices
- as a reference for future recruitments

Retain the following materials

**3 months:** Unsolicited applications

**two (2) years:** Graded applications

Rejected applications

Interview notes

Tests, such as

- experience and training ratings
- promotional merit ratings
- multiple-choice tests
- interview panel ratings

**three (3) years:** Certificate of Eligibles

**10 years (recruitment summary files):**

- at least one copy of the announcement
- all documentation relating to the announcement and test
- test items and rating levels
- a copy of the position description

- END -





# REMOVING SKILL CODES FROM APPLICANT RECORDS or REMOVING APPLICANTS FROM LISTS

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**Candidate Does Not Meet Required Selection Criteria** (does not have the **level** of skill certified)

Disposition code the Certificate using NSA-6, NSP-6 or other appropriate disposition code.

**Result:** Candidate is inactivated but able to reactivate.

**Candidate Does Not Have the Skill(s) Certified (or has falsified their application)**

1. Notify candidate in writing that, as a result of the interview, performance test, etc., he/she does not have the skill(s) as certified on the skill code sheet and he/she will be removed from the list.

Give the candidate the opportunity to provide information and give a deadline. After the deadline, the candidate may be removed from the list. Disposition codes such as NSC1 or NSC5 may be considered.

**Result:** Candidate is inactivated and NOT able to reactivate for that list of eligibles.

2. Notify candidate that, as a result of the interview, performance test, etc., he/she does not have the skill as certified on the skill code sheet. Therefore, the skill(s) in question will be removed from their applicant record(s).

For assistance in removing a skill from an applicant record, contact DAS/HRSD Recruitment.

- END -

# TRANSMITTAL SHEET

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Use this form if you send applications to DAS/HRSD Recruitment for Data Entry into the APPL/CERT system. PLEASE ATTACH THE FORM SECURELY TO ALL MATERIALS.

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**SEND TO: DAS/HRSD  
TRAINING, DEVELOPMENT & RECRUITMENT  
ATTN: DATA ENTRY**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Agency) (Contact Name)

Phone Number: \_\_\_\_\_

Application materials attached for the following recruitment:

Class Number: \_\_\_\_\_ Announcement Number: \_\_\_\_\_

Is this a delegated announcement?  Yes  No

## REASON FOR SENDING MATERIALS TO DAS/HRSD:

For terminal input.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Per the attached **Request for Certification** (Form PD134), pull a Certificate of Eligibles list.

Shuttle the Certificate of Eligibles list along with the applications back to our office.

Fax the Certificate of Eligibles list and send the original copy to us via shuttle.

Fax Number: \_\_\_\_\_