

## Direct Appointment Documentation Tool

Agency Name/Number: \_\_\_\_\_

Division/Unit/Section: \_\_\_\_\_

Position Number: \_\_\_\_\_

Authorization Number: \_\_\_\_\_

Appointee: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Service Type: \_\_\_\_\_

Appointment Method Code: A or D\* (Circle one)  
(See the Appointment Method Code list for more information)

Initial Appointment to State service: YES NO\*

Criteria Code: \_\_\_\_\_ and \_\_\_\_\_  
(See below) (Choose 1-6) (Choose A or B)

Position Represented: YES NO

If yes, representation code: \_\_\_\_\_

\*(If this is not the initial appointment to State service and the position is represented, refer to your valid collective bargaining agreement)

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### The documentation must include all of the following:

- \_\_\_\_\_ How the appointment meets the applicable rule criteria (see "Note" below)\*\*,
- \_\_\_\_\_ The results of any open competitive recruitment, or if a recruitment did not occur indicate this information in your documentation,
- \_\_\_\_\_ The appointee's qualifications in relation to the minimum qualifications of the class, **and**
- \_\_\_\_\_ The agency appointing authority authorization signature.

*\*\*Note: If the criteria noted is #2 (an exemption was granted to the standard recruitment process), the documentation must include a copy of the approval from the Director of the Department of Administrative Services.*

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### CRITERIA CODES

#### Acceptable criteria (reference OAR 105-040-0050 Direct Appointment):

1. The agency head has determined, documented, and certified that the agency's **open competitive recruitment results in no suitable candidates; or**
2. **The Department of Administrative Services Director has granted an exception to the standard recruitment process** in accordance with HRSD State Policy 40.055.01, Appointment to the Executive Service; **or**
3. An incumbent is appointed to a **position being moved into, out of, or within the executive service and duties have not significantly changed** in accordance with HRSD State Policy 30.005.01, Effect of Position Classification Change on Incumbent; **or**
4. The appointee is a part of a court or administrative order, consent decree, court or administrative settlement, or negotiated tort claim settlement; **or**
5. The position requires **special or unique skills at the professional level; or**
6. The position has **critical timing requirements affecting recruitment;**

### AND

- A. The appointee **meets the minimum qualifications of the classification; or**
- B. The appointee is an **underfill** and the appointee will **meet the minimum qualifications of the position classification within 12 months** of the appointment.

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NOTE: Retain the documentation for a minimum of three (3) years.  
See OAR 105-040-0050 Direct Appointment for more information.

Disclaimer: This tool is for information and reference purposes only. Use of this tool may not ensure compliance. This tool may not reflect changes in the Oregon Administrative Rule since the revision date below. Always check the current status of all relevant rules and/or policies before proceeding.

## Appointment Method Codes Position and Personnel Database (PPDB)

| Management and Classified Service |  |   | Executive and Unclassified Service   |   |  |
|-----------------------------------|--|---|--|---|--|
| Code                              | Definition   | Related Use and/or Documentation Requirements   | Code   | Definition  | Related Use and/or Documentation Requirements  |
| C                                 | Certificate of Eligibles (Open recruitment performed)  | Applications (PD100s) are entered into Appl/Cert and a Certificate is used.   | A  | Appointment exception approved by Department of Administrative Services (DAS) per HRSD State Policy 40.055.01 | Exception to standard recruitment processes and direct appointment criteria approved & signed by DAS Director. |
| D                                 | Direct Appointment per OAR 105-040-0050  | Documentation must include how appointment meets the criteria, the appointing authority's signature, & how the appointee meets the minimum qualifications for the position class. | B  | Open recruitment performed per HRSD State Policy 40.055.01  | No Certificate of Eligibles. Document appointment using model form provided in Policy.                         |
| E                                 | Economically disadvantaged per ORS 240.306 (3)   | Competition was limited to the substantially disabled or economically disadvantaged, or for implementing affirmative action program.  | D  | Direct Appointment per HRSD State Policy 40.055.01(1)(b)(A)(i-iv)   | Documentation must include how appointment meets the criteria, the appointing authority's signature.           |
| H                                 | Appointed through HIRE program/system. (When appt method is "H", disabled code on screen 1 in PPDB must be "S") 6-2000 | Applicants are identified at the top of the Certificate of Eligibles.   | F  | Appointment of a returning unclassified seasonal employee - OR- according to union contract rules.            | See ORS 240.205 or applicable collective bargaining agreement.   |
| L                                 | Appointed from a manual agency layoff list   | No Certificate of Eligibles is required.  | <b>Personnel Action Code Hints</b> <ul style="list-style-type: none"> <li>• PA Code 173- Transfer in (Lower) - Use appointment method code that best fits the type of recruitment. If the transfer in is a result of an agency merger or budget-related action, no appointment method code is necessary.</li> <li>• PA Code 175 - Transfer in (Equal) - Use appointment method code that best fits the type of recruitment. If the transfer in is a result of an agency merger or budget-related action, no appointment method code is necessary.</li> </ul> |   |  |
| N                                 | Non-competitive Appointment per OAR 105-040-0060   | See list of applicable positions in the Rule.   |  |   |  |
| Q                                 | Restoration of terminated exempt, unclassified, or management service employee per HRSD State Policy 50.030.01         | Document how the appointment meets Policy criteria.   |  |   |  |
| U                                 | Reemployment per OAR 105-040-0080 or collective bargaining agreement   | Maintain the original application (PD 100) submitted requesting reemployment.   |  |   |  |