

West Virginia Division of Highways
Administrative Operating Procedures
Section III, Chapter 14

SECTION TITLE: PAYROLL/PERSONNEL

CHAPTER TITLE: POSTING AND FILLING JOB VACANCIES

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A. POLICY

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It is the policy of the DOH to provide opportunities for advancement within the organization for employees based upon their knowledge, skills, and efficiency. It is also Management's goal to attract individuals with needed skills from outside the DOH, thus striking a balance between the two. Such criteria used in the selection process shall be objective and consistent with equal employment guidelines and affirmative action goals.

B. SCOPE – POSTING OF JOB OPENINGS

All vacancies in the classified service as defined in Paragraph G that are to be filled will be subject to posting throughout the Department in accordance with this Procedure.

C. Eligibility

All hourly and salaried employees shall be eligible to apply for job vacancies subject to the following conditions:

1. Temporary employees cannot bid on posted vacancies.
2. After having been awarded a job through the use of this Procedure, an employee shall continue to be eligible to apply for future vacancies.
3. Any employee on a provisional appointment or serving a six (6) month probationary period before permanent status is granted may apply for a posted vacancy. However, before a decision or commitment is made in the selection of one of these employees for a posted position, you must contact Human Resources Division. Human Resources Division, at that time, will determine whether the employee meets the Division of Personnel Rules and Regulations for selection into that posted vacancy/classification and at that work location.
4. All employees applying for a vacant position must be able to meet all Division of Personnel Eligibility requirements, including the successful completion of all examination requirements for the class for which they are applying.

D. RANGE OF PROCEDURE

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Eligible employees may apply for any vacancy that is posted in accordance with this procedure.

E. FILLING OF VACANCIES

The decision regarding whether a vacancy, which exists in any organization at any give time, will be filled is the inherent right of management.

F. HIRING AUTHORITY DEFINED

1. District Organization: Appropriate C Level Staff
2. Division Organization: Appropriate C Level Staff
3. District Administration/Division Directors/C or H Level Staff: Appropriate C Level Staff.

G. DEFINITIONS: GENERAL REQUIREMENTS

1. The term vacancy refers to any full-time permanent unfilled budgetary position or job duty.

Hourly NICET Enrollee I, II, III, and IV classifications are to be utilized for employment purposes only. These classes will not be used when job vacancies are advertised in this area. Salaried enrolled or certified NICET classifications are to be used in their place.

The following personnel transactions are not subject to Job Posting:

- a. Transfers or reassignment of positions within the same or lower classes within

the DOH.

b. Promotion of employees whose present classification has not reached a level commensurate with their assignment.

c. Promotions required as a result of assigning additional duties, which are clearly in a higher classification. (Applicable to misclassification promotions.)

The term vacancy shall not include any change of an incumbent's classification ordered by the Division or Personnel or any part-time, temporary, intermittent, or emergency job duty, assignment or post.

2. The job posting circulated throughout the agency shall be accomplished ten working days before the anticipated date of filling the job opening. The notice of posting shall include a description of the duties to be performed by the person selected, the job classification to be used in filling the job opening, the salary level or range that will be considered, and the job location. Supervisors are to make job specifications available to employees so that they can determine the minimum qualifications for the job.

H. **DELEGATION**

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The District Administrator/Division Director can designate an individual(s) within their organization to coordinate the administration of the program within their respective District or Division.

I. **EMPLOYEE EXPENSES**

All employee time, salary, and/or hourly wages, necessary in meeting a scheduled interview will be borne by the organization, i.e. from time of departure from parent organization, through time of return, as long as time utilized is consistent with normal travel time to and from the parent organization to the interview site and the interview schedule is accomplished during normal work hours, i.e. 7:30 a.m. – 4:00 p.m. Payment of overtime salary or hourly wage in connection with posted job interviews is not permitted. All transportation, lodging, meals, and any other expenses incurred will be borne by the interviewee.

NOTICE OF VACANT POSITIONS

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J. **ADVERTISEMENT PROCEDURES FOR DISTRICT/DIVISION ORGANIZATIONAL UNITS**

1. Vacancies in the classified service will be posted throughout the DOH.

2. As soon as a forthcoming vacancy is known or a vacancy occurs (whichever comes first), and there is a need to fill the position, the County Maintenance Superintendent/Major Section Head or other appropriate supervisor shall prepare and transmit electronically to the District Administrator/Division Director Form GL-538, Vacancy Authorization Request.

VACANCY ANNOUNCEMENT

3. The District Administrator/Division Director will review the request considering whether or not to recommend whether the vacancy should be filled at that time or not, consistent with overall DOH Policy. The District Administrator/Division Director will recommend approval or disapproval of the filling of the vacancy(ies) indicated.
4. The vacancies will be grouped together and a District/Division Weekly Vacancy Report Form GL-539 will be prepared on Friday of the given week. If no vacancies occur during the week, then no report has to be prepared.

After preparation of the District/Division Weekly Vacancy Report on Friday of the given week, the District/ Division will send all Weekly Vacancy Reports form (GL-539) by email to Human Resources Division so as to insure their delivery in accordance with the dates established on the listing of Cutoff Dates,

5. Announcement Up and Down Dates. Human Resources Division will assemble the various reports into a Statewide Weekly Vacancy Report Form-GL540 and distribute same by email to appropriate work locations so that they can be posted on conspicuous bulletin board(s) within 1) Division or District, 2) County Headquarters, and 3) County Substations. Location of these bulletin board(s) will be made known to all employees. Each District Administrator/Division Director will be responsible for assuring that the Statewide Report is posted at each location.
6. The Statewide Vacancy Report will be posted for a minimum of ten (10) working days.

INTERVIEWING PROCESS

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APPLICATION PROCESS – DISTRICT/DIVISION/STATEWIDE

7. Eligible employees interested in applying for a particular job will complete an employment application form, which will include their present employment.
8. The employee will place in the upper right hand corner of the completed application the organization number, bulletin number, location of opening, and the title of the job being applied for, all of which are to be obtained from the appropriate GL-539.

9. All applications shall be forwarded to the District Administrator/Division Director having the opening so that they will be received no later than the date the statewide advertisement is to be taken down. They will then send them to the County Maintenance Superintendent/Major Section Head or other appropriate supervisor for evaluation and the scheduling of interview. All applications must be reviewed. Each applicant is to be given due consideration for the job for which he/she has applied.
10. Managers must interview a minimum of three (3) applicants; however, managers may, at their discretion, interview more than three applicants. If there are three (3) or less applicants for any vacancy, all applicants must be interviewed.
11. Interviewing may begin no earlier than the Statewide Vacancy Announcement Up Date, however, no recommendation will be made until the selected applicants have been interviewed or until the Statewide Vacancy Announcement Down Date, whichever occurs later. While developing the interviewing schedule, notify employees that they are responsible for communicating to their supervisor any
12. appointments they are scheduled to keep regarding this area. Please note that during the interview it must be explained to each applicant that unsuccessful candidates will be notified in writing by the interviewer when the vacancy is filled. Furthermore, it will be the interviewer's responsibility to notify, in writing, all applicants who were not interviewed. In the event that an individual has been interviewed within a particular organizational unit for that classification within the immediate preceding six months, that same supervisor may refer to his/her interview record in lieu of conducting another interview. Therefore, it is important to maintain and enter sufficient information on the interview sheet.
13. After each interview, the County Maintenance Superintendent/Major Section Head or other appropriate supervisor will complete an interview record Form GL-541, indicating his/her evaluation of the applicant.

VACANCIES FILLED

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14. Upon completion of all interviews of the selected applicants, a Vacant Position Folder on each position will be prepared by the County Maintenance Superintendent/Major Section Head or other appropriate supervisor. This folder will include the applicable vacancy announcement; updated application of all applicants, letters to unsuccessful candidates and interview records (including race and sex information) of those who applied. This folder will be confidential.
15. In the event that the County Maintenance Superintendent/Major Section Head or other appropriate supervisor does not select any applicants in the group, he/she may fill the job through the register process or other appropriate means. However, said action will be subject to upper level management approval.
16. Once a person is chosen, through the posting process or otherwise, appropriate personnel/payroll papers should be submitted through normal channels for

approval along with a copy of the Statewide GL-540 Form. The GL-4 or GL-5 must also show in the Remarks Section the Bulletin Number from the Statewide GL-540 Form that indicates that the opening has been posted. Where a transfer is involved, said submission will be subject to directives found in the Payroll/Personnel Operating Procedures relative to Employee Requests for Transfer.

17. Upon receiving either an approved GL-4 or GL-5 to place an individual into the vacancy, a copy of the same must be placed into the appropriate vacant position folder by the County Maintenance Superintendent/Major Section Head or other appropriate Supervisor to close out the file.
18. The file on each vacant position will be sent to and maintained by the District Administrator/Division Director for a period of two years.