



Division of State Parks

Personnel #20-5	Filling Vacant Permanent Positions	Rev. 3/11/2009	Page 1 of 3
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REFERENCES: NAC 284.358, 284.390, 284.402 and 284.404

PURPOSE: To provide direction in filling permanent positions when a vacancy occurs.

ORGANIZATION: Vacant positions will be filled by the most qualified applicants for the position. In order to fill vacancies, the Division may use various recruitment methods including transfers; voluntary demotions; reappointments; Division/Department/Statewide Promotions; or Open Competitive recruitments.

PRIOR POLICY: This policy supersedes the prior policy dated 3/17/2003

PROCEDURE:

- I. Career advancement of Division employees is encouraged and vacancies will be filled by *the best* qualified applicant. The Administrator will recommend the type of recruitment and may do recruitments simultaneously to fill vacancies as rapidly as possible or move to any type of recruitment directly, up to and including open competitive recruitment.
- II. Each region office will notify the division office chief of operations and maintenance and personnel/accounting, whenever a vacancy occurs. The checklist for permanent vacancies (Attachment A) will be initiated to document the steps taken from the first notification of the vacancy through hiring. Vacancy notices/announcements will be posted at a central location at each region and park office. All announcements will remain open for a minimum of two weeks to provide sufficient time for interested personnel to respond.
- III. Lateral Transfers, voluntary demotions, reappointments, and transfers to a comparable class.
 - A. Individuals interested in lateral transfers, voluntary demotions, or reappointments, will notify *the division personnel analyst*, in writing. Lateral Transfers will be considered for employees of the same grade and class. Voluntary demotions for employees of the same class and reappointments of employees to a class previously held or to a comparable class will be considered with lateral transfer requests. Reappointments and appointments to a comparable class require the applicant to *fill out an application in NEATS and file it* for approval by State Personnel. Reappointments and comparable class transfers will only be considered if they meet the current journey level job qualifications and can only transfer to positions of equal or lower grades.
 - B. **Lateral transfers, voluntary demotions, reappointments and comparable transfers will all be evaluated with equal consideration in recruitment and may be denied or bypassed by the Administrator.** Rationale for such actions include: agency logistics critical to budgetary needs, staffing needs, and concerns over employee performance related to the job. Employees under consideration will be evaluated on past work experience, and completion of any probationary or training requirements pertinent to their position.

- C. The unit supervisor will notify the employees who requested a transfer, of the appointment decision, in writing, within 5 (five) working days. The completed Hiring Checklist (ADM 28 Attachment B) and copies of all correspondence regarding the vacancy will be forwarded to the Division Personnel *Analyst*.

IV. Division Promotion

- A. An announcement will be initiated by the Division Personnel *Analyst* for promotion in filling a vacant position. Interested employees will apply per direction on the job announcement. Interviews will be conducted in accordance with Rule #1. Reference Rule II & III regarding approval and documentation.

V. Entry Level Positions

- A. A new hiring list will be established annually or at the discretion of the Administrator. State Personnel will be requested to recruit for a minimum of four (4) weeks. When a vacancy occurs, the unit supervisor will request the hiring list through the Division Personnel *Analyst* and impanel a selection team in accordance with Rule I. The interview questions will not be an examination but rather a tool to gain information about the applicant's capabilities. Reference Rule II & III regarding approval and documentation.

VI. Other Positions

- A. Examinations and interviews will be given based on individual vacancies. Interview questions will be written by the region/sections in which the vacancy occurs and conducted by a selection team per Rule I. Questions will be written to measure applicant's, knowledge, skills and fitness related to the job. Recruitment will be open two (2) weeks whenever possible. Reference Rules #2 and #3 regarding approval and documentation.

VII. General Procedures

- A. Use of Hiring List - Beginning with the top five on the list and working down in order, continue until you have five interested in interviewing for the position. Reference NAC 284.378, subsection #4.
- B. Interviews - Persons who will be conducting the interviews *develop* a series of questions to be used. The scoring system should be indicated on the questionnaire. These should not be test questions, with right or wrong answers, but rather ones that will *help evaluate who is best suited* for the position. Each person interviewed will be asked the same questions and will be scored by each interviewer. Scores of the selection team members will be averaged to arrive at the final score.

RULES:

- I. A selection team will be impaneled to interview the top five available candidates listed on the hiring list or as otherwise required. The team will be made up of at least three members to include the immediate supervisor of the vacant position and two other individuals with expertise in the vacant position's area of responsibility. The panel will collectively select the best candidate. The Administrator will be given the names of the selection team members at least one (1) week prior to the interview.
- II. Recommendation of the candidate selected will be made to, and approval received from, the Administrator prior to notification. Upon approval, the immediate supervisor will notify the successful candidate. Unsuccessful candidates interviewed by the selection team, will be notified within five (5) working days by letter by the immediate supervisor.

- III. A complete packet will be sent to Division for filing. This will include: Copies of score sheets, tape recordings, completed checklist and all other correspondence regarding the vacancy.
- IV. Entry level position recruitment will be *open* competitive. Other positions may be recruited with any method at the discretion of the Appointing Authority.
- V. Necessary paperwork on the new employee will be forwarded to the division's Personnel *Analyst* for processing. The completed ADM-28 "Permanent Hiring Checklist" will be the cover for the complete hiring packet.
- VI. All rules concerning Equal Employment Opportunity and Americans with Disability Act requirements will be followed according to the State Affirmative Action Plan and Division ADA/504 Plan. Efforts to conduct outreach for minorities and disabled persons will be conducted through the State EEO Office referrals, and job orders with the Employment Security Department when appropriate.
- VII. A physical agility test will be required for any position where the incumbent will be a commissioned peace officer. *The administrator is allowed to waive the physical testing requirements for current park employees on applicable hiring lists.* Retesting will not be required for the duration of the hiring list. Individuals applying for more than one such position within one year must test only once. Test results will be used for placement on applicable hiring lists that year.

Original signed by:		
SIGNED		3/13/09
_____		_____
David K. Morrow, Administrator		Date

Original signed by:		
SIGNED		3/16/09
_____		_____
Allen Biaggi, Director		Effective Date

Copy to Regions: _____ 3/17/09 _____

Review Date: _____

NEVADA DIVISION OF STATE PARKS
CHECKLIST (for supervisors)
FOR PERMANENT VACANCIES

POSITION: _____ LOCATION: _____

**DATE
COMPLETED**

When appropriate items are accomplished indicate by placing the completion date in front of the item and place a check mark in the appropriate box.

1. Notification received of vacancy or probable vacancy.
2. The Administrator makes recommendation of recruitment method including transfers, vacancies, demotions, reappointments, division and department internal promotions, or open competitive. If the recommendation is a lateral or promotional recruitment then initiate memo under the Administrator's signature soliciting transfers and/or interest in promotion, (2 weeks minimum open period) demotion or reappointment.

3. Lateral/transfer/demotion/reappointment/comparable transfer request received.

 - a. Send reappointment/comparable applications to state personnel for qualification approval.
 - b. Setup interviews.
 - c. Develop questions.
 - d. Review personnel records, experience and training of each candidate.
 - e. Establish Selection Team (Optional for filling laterals).
Name and Agency: _____

 - f. Conduct interviews.
 - G (1) Selected best candidate or
 - G (2) Rejected all candidates (proceed to "4" with approval).

PERMANENT HIRING CHECKLIST

EMPLOYEE NAME _____ SS# _____

START DATE _____ TITLE _____ POSITION CONTROL # _____

- Will work more than 80 hours during the 1st month of employment
- Will work less than 80 hours during the 1st month of employment

- Approved Application **and** Hiring List

- Signed Essential Functions (ADA-01 & ADA-03) **and** Work Performance Standards (WPS) **and** signed Acknowledgement Form for DCNR Prohibitions & Penalties

- ESMT-A Employment Status Maintenance Transaction (Signed blank)
- ESMT-B Employment Personal Information (Completed and signed)
- I-9 Employment Eligibility Verification

- Form SSA-1945 (Statement Concerning Your Employment in a Job not covered by Social Security)

- W-4

- Variable Work Week Agreement **or** RDOs

- Paycheck Cashing Policy Acknowledgement Form

- Retirement PERS Member Enrollment Form **and** PERS Beneficiary Designation Form

- PEBP Employee Hiring Form (EHF)

- Uniform Allowance-Maintenance Document (ADM 43)

- Uniform Policy Verification Form (ADM 40)

- Sexual Harassment and Discrimination Policy Acknowledgement Form

- TS-58 Alcohol/Drug Free Workplace Acknowledgement Form

- Safety In The Workplace Form

- DCNR Information Technology Policy #IT-001 Acknowledgement Form

- Direct Deposit Agreement and Deposit Slip (optional)

- Emergency Contacts Form

- Provide a list of all state park policies and highlight critical policies for employee to read within 30 days.