

**Department of Finance and Administration
Office of Personnel Management**

Policy Title: **Hiring Freeze and Job Advertisement**

Policy Number: **8**

Authority: **Governor's Executive Order 15-01**

Issued: **July 1, 2017**

Unfreezing a Vacant Position

When a position is vacant, a state agency may need to fill that position in order to continue the efficient operation of the agency.

All requests to fill a vacant position must be submitted through the hiring freeze process, unless the position is granted an exception found in the list below. An agency must submit a Hiring Freeze Exception Request form to the Office of Personnel Management (OPM) for review and approval regardless of the grade or the length of time the position has been vacant. The request must state a legitimate business need to fill the position. OPM will submit all hiring freeze requests to the Governor's Hiring Freeze Committee for final approval.

Advertising a Vacant Position

A state agency must advertise all job vacancies unless an exception is granted by OPM and all job vacancies must be advertised on the Arkansas Government Jobs website (ARSTATEJOBS). See <https://www.ark.org/arstatejobs/index.php>.

All positions required to be advertised must be posted for a minimum of 5 business days; however, an agency may advertise a position for longer.

It is the responsibility of each agency to ensure the information posted on the Arkansas Government Jobs website is accurate and current information. An agency must not advertise a vacancy without the approval of the Governor's Hiring Freeze Committee.

The following grades and/or positions are not required to be advertised:

1. General Salaries – GS13 and above
2. Information Technology Salaries – IT08 and above
3. Medical Professional Salaries – MP03 and above
4. All Senior Executive Salaries
5. Extra help
6. Emergency hires
7. Any other position authorized by the Governor

Emergency Hire

A position designated as an emergency hire must have hiring freeze approval before the position can be filled. An emergency hire is only permitted when the delay of advertising a vacancy would have an immediate effect on the public peace, health and safety.

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An agency must submit the Emergency Hire Request form to OPM for approval by the State Personnel Administrator. The agency must provide a detailed explanation of the need for an emergency hire and the applicant's completed state application. Once the agency receives approval from OPM, the applicant may be hired.

Internal Advertising

Agencies that want to advertise a vacant position to only employees of their agency must submit an Internal Advertising Approval Request form to OPM for approval prior to posting the vacancy.

Filling a Vacant Position

Applicants must submit applications through either the Arkansas Government Jobs website or a paper copy to the agency listing the vacancy. Generally, the agency's human resources office is responsible for screening all applications to determine which applicants meet the minimum qualifications. The list of applicants who meet the minimum qualifications is sent to the hiring official to establish an interview list and ultimately select the candidate. See Policy X, for more information about minimum qualifications.

Falsifying an Application

A state employee who is found to have falsified his or her employment application by alleging to have earned a college degree which was not earned will be immediately terminated from employment.