

## Office of Personnel Management

### Policy

<b>Policy Title:</b> Advertising Jobs	<b>Policy Number:</b> 30.01
<b>Citation:</b> Executive Order 15-01  OPM Job Advertising Memo 7-16-2015	<b>Forms:</b> Internal Advertising Approval Request <a href="http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx">http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx</a>

### Purpose

The Arkansas Government Jobs website, ARSTATEJOBS, was established as a resource to access information regarding state government job opportunities.

### Specific Provisions

All state offices, departments, and agencies, unless granted an exception by the Department of Finance and Administration, shall utilize the Arkansas Government Jobs website to advertise all job vacancies for classified employee positions, as defined in the Statewide Classification and Compensation system.

All positions, regardless of their FLSA status, must be advertised for a minimum of five (5) business days before being filled. An agency may advertise a position for longer than five (5) business days. Positions that are classified on the Executive and Professional Service Pay Plan, unclassified, extra-help, or have been approved for emergency hire by the State Personnel Administrator are not required to be advertised.

It is the responsibility of each state office, department, or agency to ensure the information posted on the Arkansas Government Jobs website is accurate and current information. Job vacancies shall not be advertised without the approval of the Governor's Hiring Freeze Committee. State offices, departments, and agencies shall submit their request to fill a position to the Office of Personnel Management (OPM) who will process the request through the Governor's Hiring Freeze Review Committee. State offices, departments, and agencies will accept employment applications submitted through the Arkansas Government Jobs website.

A position designated as an emergency hire must have hiring freeze approval before the position can be filled. The position is not required to be advertised; however, the applicant must fill out an application.

Agencies or institutions of higher education that want to advertise a position to only employees of their own agency must submit an Internal Advertising Approval Request form to OPM for approval prior to posting the job.

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Applicants having questions or concerns regarding the posting and filling of positions found on the Arkansas Government Jobs website should contact the Department of Finance and Administration, Office of Personnel Management for investigation. The findings of these investigations will be reported to the Governor.

State offices, departments, and agencies excluded from this Executive Order include:

1. The Arkansas General Assembly and their employees;
2. The Arkansas Supreme Court, Courts of Appeal, or any position in the Judicial branch of Arkansas State Government;
3. Officers, employees, and academic personnel of State Institutions of Higher Education;
4. All constitutional offices in Arkansas State Government;
5. Members and staff of multimember boards, commissions, or committees;
6. Employees of the Arkansas Highway and Transportation Department;
7. Employees of the Arkansas Game and Fish Commission; and
8. Positions that are 100% federally-funded.

Any of these offices, departments, or agencies exempt from this Executive Order may voluntarily agree to be covered by the provisions of this Order.

Revised August 19, 2015