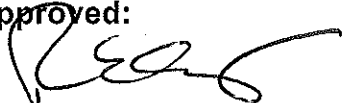




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Appointment to the Executive Service	HR_440_07
Supersedes:	HR_440_07, dated March 1, 2007	
Applicability:	Unclassified executive service positions	
Reference:	State Policy 40.055.01	
Effective Date:	February 1, 2011	Approved: 

I. PURPOSE

To explain the process for filling executive service position vacancies.

II. POLICY

It is the policy of the Department of Fish and Wildlife to recruit competitively for unclassified executive service positions, create diverse applicant pools and achieve the affirmative action goals of the department.

A. Competitive recruitment shall be the standard recruitment method used to fill unclassified executive service positions as specified in ORS 240.205 (1), (2), (3), (4) and (5).

1. Recruitment plans shall include proactive recruitment strategies designed to attract a talented and diverse applicant pool. The recruitment process shall be documented and maintained in the recruitment file.
 - a. Proactive steps to develop diverse applicant pools require the use of outreach strategies such as targeted newspapers, professional organizations, employee networks, community organizations, and resume banks.
 - b. Where appropriate, applicant accomplishments in the area of promotion of diversity should be considered in the selection process.
2. A good faith effort shall be made to have diverse representation on screening and interview panels.
3. Recruitment for the director shall be conducted by the Statewide Recruitment Services Section of the Department of Administrative Services, Human Resource Services Division, in conjunction with the department. The department may request to conduct the recruitment with oversight by the Statewide Recruitment Services Section.

- B. The director has the delegated authority and discretion to make a direct appointment to fill an unclassified executive service position provided the following criteria are met:
1. A recent competitive recruitment results in no suitable candidates as determined, documented and certified by the director. To be considered recent, a competitive recruitment must have been completed within the previous six (6) months, or
 2. The appointment is made consistent with a court or administrative order, consent decree, court or administrative settlement, or negotiated tort claim settlement; or
 3. The position requires special or unique skills at the professional level. Special or unique skills at the professional level are those which require specialized knowledge typically acquired from college coursework at the bachelor degree level or beyond; or
 4. The position being filled has critical timing requirements affecting recruitment. Critical timing requirements affecting recruitment means that the position is critical to department operations and there is a demonstrated need to fill the position quickly.
- C. A request for an exception to the standard recruitment methods for reasons other than stated in Section A above shall be submitted to the Director of the Department of Administrative Services prior to making the appointment.
- D. Direct appointments to unclassified executive service positions made under Section B above shall be documented. The documentation shall be retained for a minimum of three years. The documentation shall cite the applicable criteria, supporting facts, the qualifications of the individual selected, and the signature of the appointing authority authorizing the appointment. A completed Appointment of the Unclassified Service form with appropriate attachments may serve as such documentation.

III. POLICY CLARIFICATION

- A. A position is assigned to the executive service when it is an exempt or an unclassified administrative position as specified in ORS 240.200(1) and ORS 240.205(1), (2), (3), (4) and (5), or the position is designated as an administrator of an established division within the department. Positions identified as principal assistants, pursuant to ORS 240.205(4) and defined under Section III. B. of this policy, require the approval of the Director of the Department of Administrative Services to be placed in the unclassified executive service.
- B. Positions in the department of Fish and Wildlife in the unclassified executive service generally include the Director, Deputy Directors, Division Administrators and Region Managers and the executive support to the director's office, all of whom report directly to the Director or Deputy Director.

Attachment A Documentation of Appointment to Unclassified Executive Service

Documentation of Appointment to Unclassified Executive Service

1. AGENCY NAME:	2. AGENCY NUMBER:	
3. HIRING MANAGER:	4. PHONE NUMBER:	
5. POSITION CLASSIFICATION TITLE AND NUMBER:	6. POSITION NUMBER:	
7. COMPETITIVE RECRUITMENT METHOD (PPDB = B):		
<input type="checkbox"/> a. ANNOUNCEMENT #: _____ PLEASE DESCRIBE RECRUITMENT METHODS USED THAT DEMONSTRATE PROACTIVE STRATEGIES TO PROMOTE DIVERSITY: (Please feel free to attach additional pages.) _____ _____ _____		
ORIGINAL APPLICANT POOL:	FINALIST APPLICANT POOL:	DATES OF RECRUITMENT:
TOTAL APPLICANTS _____	TOTAL APPLICANTS _____	OPEN: _____
TOTAL FEMALE _____	TOTAL FEMALE _____	CLOSE: _____
TOTAL MALE _____	TOTAL MALE _____	DATES OF INTERVIEWS:
TOTAL MINORITY _____	TOTAL MINORITY _____	1ST ROUND: _____
TOTAL DISABLED _____	TOTAL DISABLED _____	2ND ROUND: _____
TOTAL UNKNOWN _____	TOTAL UNKNOWN _____	
INTERVIEW PANEL: MEMBERS: _____		
<input type="checkbox"/> b. APPOINTMENT PURSUANT TO ODFW POLICY HR_440_07, APPOINTMENT TO THE EXECUTIVE SERVICE: (Please indicate applicable criteria and attach supporting documentation) (PPDB Code = D) <input type="checkbox"/> FAILED OPEN COMPETITIVE RECRUITMENT (ODFW Policy HR_440_07, II, b, 1.); or <input type="checkbox"/> COURT OR ADMIN ORDER/SETTLEMENT/CONSENT DECREE (ODFW Policy HR_440_07, II, b, 2.); or <input type="checkbox"/> POSITION REQUIRES UNIQUE/SPECIAL SKILLS AT PROFESSIONAL LEVEL (ODFW Policy HR_440_07, II, b, 3.); or <input type="checkbox"/> CRITICAL TIMING REQUIREMENTS AFFECTING RECRUITMENT (ODFW Policy HR_440_07, II, b, 4.).		
<input type="checkbox"/> c. AN EXCEPTION TO THE STANDARD RECRUITMENT METHOD HAS BEEN APPROVED BY THE DAS DIRECTOR FOR REASONS NOT INCLUDED IN ODFW POLICY HR_440_07, II, b, 1-4. (Attach request and approval to this form.) (PPDB Code = A)		
8. APPOINTEE NAME:	9. DATE OF OFFER: _____ START DATE: _____	10. SALARY OFFERED: _____ SALARY ACCEPTED: _____
11. SIGNATURES:		
SUPERVISOR'S PRINTED NAME AND SIGNATURE	DATE	PHONE NUMBER
APPOINTING AUTHORITY PRINTED NAME AND SIGNATURE	DATE	PHONE NUMBER

