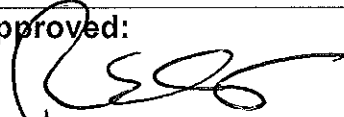




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Direct Appointments	HR_440_09
Supersedes:	HR_440_09, dated September 1, 2004	
Applicability:	Management service appointments and initial appointments to state service in classified represented positions	
Reference:	OAR 105-40-0050	
Effective Date:	February 1, 2011	Approved: 

I. PURPOSE

To provide an alternative method to the open competitive process when making appointments to positions.

II. POLICY

A. The Director of the Department of Fish and Wildlife has the authority and discretion to make direct appointments consistent with the following criteria:

1. Criteria

- a. A recent open competitive recruitment results in no suitable candidates as determined, documented, and certified by the director; or
- b. The appointment is made consistent with a court or administrative order, consent decree, court or administrative settlement, or negotiated tort claim settlement; or
- c. 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
- d. The position being filled has critical timing requirements affecting recruitment; and

2. Minimum Qualifications

- a. The individual to be direct appointed meets the minimum qualifications of the classifications; or
- b. The individual is appointed as an underfill and will meet the minimum qualifications of the position within 12 months of the appointment.

- B. The director has the delegated authority and discretion to make direct appointments consistent with State Policy 30.005.01, Effect of Position Change on Incumbents.
- C. Each direct appointment shall be documented. The documentation shall be retained for a minimum of 3 years. The documentation shall cite the applicable rule criteria, results of any open competitive recruitment, the qualifications of the individual selected, and the signature of the Human Resources Administrator, in conjunction with the appropriate deputy director, authorizing the appointment.

III. POLICY CLARIFICATION

- A. To be considered recent, an open competitive recruitment must have been completed within the previous 6 months. When a recent statewide or agency promotion recruitment results in no suitable candidates, an open competitive recruitment shall be completed before a direct appointment can be made.
- B. 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.