CHAPTER: 500

Personnel/Human Resources

DEPARTMENT ORDER:

504 – Recruitment and Hiring

OFFICE OF PRIMARY RESPONSIBILITY:

DD

Arizona Department of Corrections

Department Order Manual

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Charles L. Ryan, Director

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PURPOSE

This Department Order establishes recruitment and hiring processes in compliance with state of Arizona law and Arizona Department of Administration (ADOA) Personnel Rules (Arizona Administrative Codes).

APPLICABILITY

This Department Order does not create a contract for employment between any employee and the Department. Nothing in this Department Order changes the fact that all uncovered employees of the Department are at-will employees and serve at the pleasure of the Appointing Authority.

This Department Order applies to all Hiring Authorities, employees and applicants for covered and uncovered service positions, promotions, transfers, special assignments, demotions and related processes.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Department Human Resources and Development Group (HRDG). Requests shall be made as early as possible to allow time to arrange the accommodation.

PROCEDURES

1.0 CLASSIFICATION ACTION REQUEST/POSITION DESCRIPTION AND CLASSIFICATION

1.1 When positions are established, the requirements for the position shall be documented on the Classification Action Request/Position Description (CAR/PD) form, as defined in the Glossary of Terms. The ADOA Human Resources Division shall designate positions to a specific job classification, grade, position status, and Fair Labor Standards Act (FLSA) designation (overtime) and maintain the official CAR/PD for the position.

1.1.1 Hiring Authorities shall submit revisions to the CAR/PD when job duties, scope of work, or reporting relationships change or when a CAR/PD is five years or older.

1.1.2 Employment Analysts shall not announce a position that differs substantially from information documented on the official CAR/PD. If this occurs, recruitments shall be delayed pending submittal of the CAR/PD revisions to the Department HRDG Classification and Compensation Unit for review.

1.1.3 All positions fall under the Arizona State Retirement System (ASRS), unless specified as a Correctional Officer Retirement Plan (CORP) position.

1.2 <u>Classification Action Request for Establishing a New Position</u>

1.2.1 The Human Resources Liaison in conjunction with the Hiring Authority shall complete a CAR/PD and contact the HRDG Human Resources Office to obtain the most current CAR/PD form, Classification Action Request, Form HRC-302, and organizational charts.

1.2.1.1 The paperwork shall be submitted through the chain of command to the Classification and Compensation Unit in accordance with the signature approval matrix, as defined in the Glossary of Terms.

1.2.2 Upon receipt, the Classification and Compensation Unit shall verify the accuracy of the paperwork for review and action.

1.3 Classification Action Request for Reviewing an Existing Position

1.3.1 The employee or supervisor may initiate a review of an existing position to:

1.3.1.1 Change duties or responsibilities of a position.

1.3.1.2 Reallocate/regrade the position to a new level, either upward or downward.

1.3.1.3 Create a new classification series.

1.3.1.4 Determine if a position is classified correctly.

1.3.2 If the CAR/PD is for an employee-initiated request, the employee shall:

1.3.2.1 Complete the CAR/PD carefully and accurately so the assigned Classification/Compensation Analyst can understand the job and review its classification.

1.3.2.2 Submit a written position statement justifying his/her request for review of the position's current classification.

1.3.2.3 Discuss the CAR/PD with the immediate supervisor prior to the submission of this action.

1.3.3 Generally, there will be an Advisory Review of an employee-initiated request. An employee or supervisor shall complete a detailed CAR/PD outlining the current duties of the positions and submit it to the Human Resources Liaison for processing. Department management shall determine the final action on an Advisory Review and a summary memo of the decision shall be given to the employee.

1.3.4 The Human Resources Liaison shall complete the CAR/PD form and organizational charts and submit the paperwork to the Classification and Compensation Unit in accordance with the signature approval matrix.

1.3.5 Upon receipt, the Classification and Compensation Unit shall verify the accuracy of the paperwork for review and action.

2.0 COMPETITIVE RECRUITMENTS

2.1 The Department shall utilize the following three distinct hiring processes:

2.1.1 Correctional Officer I.

2.1.2 The Central Promotional Register (CPR), which is the internal recruitment process for Sergeant, Lieutenant, Captain, Correctional Officer III, Correctional Officer IV, Community Corrections Officer, Senior, and Supervisor. The HRDG Recruitment Unit for Selection and Hiring (RUSH)/Central Promotional Register (CPR) Administrator may approve exceptions to this process depending on the needs of the Department.

2.1.3 All other positions.

2.2 All positions shall be:

2.2.1 Subject to the ADOA Personnel Rules.

2.2.2 Filled through open competitive recruiting, unless exempted by Arizona Revised Statutes (A.R.S.) Title 41, Chapter 4, Article 4 (Political Appointments).

2.2.3 Announced and applicants provided with an opportunity to apply and be considered.

2.2.3.1 The Director may authorize an exception to this process for a position on an individual basis. Any exceptions shall be documented by the HRDG and subject to audit by ADOA.

2.3 Promotional Examination Process – An applicant shall be rendered ineligible for a promotional position as follows:

2.3.1 Employee Performance Evaluation – Any employee who has received an overall rating of less than "meets expectations" on his/her last Employee Performance Evaluation shall be ineligible to apply for a promotional opportunity.

2.3.1.1 Correctional Officer Series employees in consideration for a promotion receiving an overall rating of less than "meets expectations" after the promotional process has started and prior to promotion shall be permanently removed from that CPR. Once removed from a CPR, the applicant shall not be eligible to compete for another Correctional Officer Series position until achieving a "meets expectations" or higher rating.

2.3.2 Suspension – Any employee who has received a suspension:

2.3.2.1 Shall be ineligible to apply for a promotional opportunity during the one year period from date of suspension.

2.3.2.2 After the promotional process has been initiated, but prior to the promotional start date, shall be permanently removed from that CPR. Once removed from a CPR due to a suspension, the applicant is not eligible to compete for a Correctional Officer Series position during the one year period from the date of suspension. The first day served of the suspension shall be considered the effective date of the suspension.

2.3.3 Demotion – Any employee who has been demoted one level shall be ineligible to apply for a promotional opportunity for two years from the date of the demotion.

2.3.3.1 If demoted more than one level, the employee shall be ineligible to apply for a promotional opportunity for three years from the date of the demotion.

2.3.3.2 A demotion received after the promotional process has started and prior to promotion shall result in the permanent removal from that CPR.

2.3.3.3 Once removed from a CPR for a demotion, the applicant shall not be eligible to compete for a Correctional Officer Series position until two or three years, depending on the number of levels demoted, after the date of the demotion.

2.3.3.4 The first day served of the demotion shall be considered the effective date of the demotion.

2.4 In the event an employee is under investigation, a job offer shall be held pending the outcome.

3.0 CORRECTIONAL OFFICER I RECRUITMENT – RUSH shall be responsible for the recruitment of Correctional Officer I positions. RUSH shall recruit and process applicants based on expected vacancies by institution and the availability of funds.

3.1 RUSH shall:

3.1.1 Ensure the Master Weekly Correctional Officer Status/Hiring Report is compiled and submitted timely to the Division Director for Prison Operations. The filling of vacant Correctional Officer I positions is authorized through this report.

3.1.1.1 Institution Human Resources Liaisons shall submit the Institutional Correctional Officer Status/Hiring Report for the following week by Friday at noon to RUSH.

3.1.1.2 Upon receipt of the Institutional Correctional Officer Status/Hiring Report from each institution weekly, RUSH shall compile a Master Weekly Correctional Officer Status/Hiring Report and forward it to the Division Director for Prison Operations for approval.

3.1.1.3 Upon receipt of the approved Master Weekly Correctional Officer Status/Hiring Report from the Division Director for Prison Operations, RUSH shall hire the appropriate number of Correctional Officer I and II positions.

3.1.2 Send copies of the class roster to the Correctional Officer Training Academy (COTA) and the Backgrounds Investigation Unit (BIU).

3.1.3 Hire applicants for Correctional Officer I and Correctional Officer II positions from a pool of qualified candidates who have passed the following:

3.1.3.1 Written/oral examinations

3.1.3.2 Fitness test

3.1.3.3 Physical/medical examination

3.1.3.4 Psychological examination

3.1.3.5 Drug test

3.1.3.6 Background investigation

3.1.4 Advise the COTA Commander when it appears the total number of Correctional Officer I positions in a COTA class will be less than 15 to determine if the class should be conducted.

3.2 Medical Waiver

3.2.1 An applicant who has been disqualified from the hiring process due to failure to meet the medical standards may request a waiver of the medical standards. Physical fitness standards shall not be waived. The applicant shall submit the request for Medical Waiver in writing to the RUSH Manager.

3.2.2 The request for a Medical Waiver shall include:

3.2.2.1 A completed Training Release form provided by the contracted medical clinic.

3.2.2.2 A letter from the applicant's physician.

3.2.2.3 Any other information the applicant would like to be considered.

4.0 CENTRAL PROMOTIONAL REGISTER (CPR)

4.1 The CPR shall be used to fill vacancies in the following classifications:

4.1.1 Sergeant, Lieutenant, Captain, Correctional Officer III and IV

4.1.2 Community Corrections Officer, Senior, and Supervisor

4.1.3 Other classifications as designated by the Director

4.2 Special Announcements may be used when the position is unable to be filled through the regular CPR selection process. Preference may be given to those individuals who have passed the written portion of the CPR exam.

5.0 CENTRAL PROMOTIONAL REGISTER (CPR) EXAMINATIONS

5.1 Central Promotional Register and Special Announcement Selection Process – These processes may consist of one or more of the following selection components, which shall be used to evaluate applicants:

5.1.1 Training and experience evaluation

5.1.2 Written examination

5.1.3 Oral Board Panel interview

5.1.4 Interview

5.1.5 Assessment Center(s)

5.1.6 Assessment Center Exercise(s)

5.1.7 Work simulation

5.1.8 Other professionally acceptable procedures

5.2 CPR Examination Process

5.2.1 Written Examinations:

5.2.1.1 Questions shall be developed from sources that are widely known and available for review. Study materials shall be available on the Department websites. Printed study references shall be available at the institutions upon request.

5.2.1.2 Questions shall not be unique to a specific prison, institution or Division.

5.2.1.3 Questions shall be job-related and based on one or more of the following sources:

5.2.1.3.1 Department Orders

5.2.1.3.2 Management texts

5.2.1.3.3 Department texts, handbooks, manuals and other job-related documents

5.2.1.3.4 ADOA Personnel Rules

5.2.1.3.5 Other acceptable references and/or sources

5.2.1.4 Applicants achieving a passing score on the written examination shall be invited to the next selection component.

5.2.1.5 The Human Resources Liaison or designee at each institution shall:

5.2.1.5.1 Reserve testing room(s) in a quiet location.

5.2.1.5.2 Proctor exams.

5.2.1.5.3 Provide the Oral Board Panel a schedule of the applicants.

5.2.1.5.4 Facilitate the Oral Board Panel's visit to the institution.

5.2.1.5.5 Maintain security of all documents.

5.2.2 Oral Board Panel interviews may be conducted using behavioral, situational, and/or technical/job knowledge questions.

5.2.2.1 Applicants shall be asked the same questions and complete the same test exercises, if used, in the same order.

5.2.2.2 Scoring shall be based on pre-established scoring criteria.

5.2.2.3 At the conclusion of the Oral Board Panel interview, the candidates shall be directed not to discuss the interview questions with any other individuals during or at any time following the interview or until the issuance of the CPR.

5.3 Development of the CPR

5.3.1 Placement on the CPR shall be based upon candidates obtaining a passing score for each selection component required in the process and determined based upon the total score, which may include, but not be limited to:

5.3.1.1 Written examination.

5.3.1.2 Oral Board Panel interview.

5.3.1.3 Awarding additional points for higher education.

5.3.1.4 Years of service above the minimum qualifying requirement.

5.3.1.5 Core competencies.

5.3.1.6 Voluntary physical fitness test for Correctional Sergeant, Lieutenant and Captain.

5.3.2 The list of candidates shall be developed from the scores with the highest score listed first.

5.3.3 When two or more candidates have the same total combined score the following criteria, listed in priority order, shall determine placement on the CPR:

5.3.3.1 Uninterrupted time in service in the qualifying classification(s)

5.3.3.2 Uninterrupted time in service in the Department

5.3.3.3 Uninterrupted time in state service

5.3.3.4 Alphabetically, by last name

5.3.4 The CPR shall be posted on employee bulletin boards.

5.3.4.1 A CPR shall be active until replaced by a new CPR. A Supplemental Register shall be active until replaced by a new CPR. A Special Register shall be active for six months. Registers may be extended when necessary.

5.3.4.2 The RUSH/CPR Administrator shall provide the names on the CPR to the Inspector General, who shall notify the RUSH/CPR Administrator if any candidate is currently under investigation or comes under investigation during the life of the CPR.

5.4 CPR Appointment Process

5.4.1 An offer of appointment shall be made once the RUSH/CPR Administrator receives an approved requisition for a CPR position.

5.4.2 Offers of appointment for lateral transfer and voluntary demotions shall be made in accordance with sections 16.0 of this Department Order.

5.4.3 Unless a position has some type of job-related selective, such as female only, an offer shall be made to the highest scoring candidate on the CPR, with the geographic preference needed to fill the position, and shall progress down the list until a candidate accepts the offer.

5.4.4 Candidates shall complete any pre-employment requirements stated on the recruitment announcement and submit the Background Questionnaire, Form 602-2, and the Arizona State Personnel System Employment Application, Form ASPS/HRD-FA3.01 (Application). Background investigations shall be conducted on all selected employee and Correctional Officer applicants in accordance with Department Order #602, Background Investigations.

5.4.4.1 No job offer shall be made to a candidate who has not submitted documents and completed pre-employment requirements. The job offer shall be made to the next available candidate.

5.4.5 CPR applicants requesting voluntary demotions shall have an approved voluntary demotion request on file with the CPR to be considered for a job offer. No job offers shall be made without an approved voluntary demotion request. The job offer shall be made to the next available candidate.

5.4.6 If the candidate is currently a Department employee, the Human Resources Liaison shall contact the Inspector General to verify the candidate is not currently under investigation, prior to making an appointment.

5.4.6.1 If the candidate is not under investigation, the Human Resources Liaison shall make the offer.

5.4.6.2 If the candidate is under investigation, the offer shall be held pending the outcome of the investigation.

5.4.7 Once the offer is made, the candidate shall be given three business days to accept or decline the offer.

5.4.8 Failure by a candidate to reply within three business days shall constitute a rejection of the job offer.

5.4.9 A candidate who declines any two promotional/job offers in the location(s) for which they have indicated his/her geographical preference(s), shall be placed at the end of the CPR. If a candidate declines a third promotional/job offer his/her name shall be permanently removed from the CPR.

5.5 When more than one vacancy exists in any single institution/Community Corrections Office, a corresponding number of candidates shall be referred to the Human Resources Liaison for making job offers. Placement into specific positions shall be at management's discretion at the institution or Community Corrections Office.

5.6 Coordinating Appointments – Human Resources Liaisons shall coordinate the appointment and the start date of the accepting candidate.

5.7 Review of Examination Scores – A candidate shall submit a request for a review of an examination within 30 calendar days of receiving his/her results to the Selection and Testing Specialist.

5.7.1 The Selection and Testing Specialist shall ensure the review of the examination/exercise scores takes place within 30 calendar days of the review request and is limited to 30 minutes.

5.7.2 For written examinations/exercises the candidate shall only be permitted to review his/her scoring key, answer sheet, written exercise and the questions the candidate answered incorrectly.

5.7.3 Candidates shall not be permitted to review the Oral Board Panel interviews or the remarks of the individual Oral Board Panel raters.

5.7.4 Security of Examinations – The Selection and Testing Specialist shall ensure no portion of the written examination, written exercises, or Oral Board Panel interview questions or answer sheets are copied or removed from the interview site.

5.8 Requests for Further Information – When a candidate believes questions and/or issues regarding the examinations and/or the scoring are not adequately answered by the Selection and Testing Specialist, the candidate shall submit written concerns to the RUSH/CPR Administrator during the review process. The RUSH/CPR Administrator shall:

5.8.1 Review the questions and/or issues.

5.8.2 Evaluate the merit of the questions and/or issues.

5.8.3 Prepare and send a written response to the applicant.

6.0 ONLINE RECRUITMENT AND APPLICATION

6.1 Job opportunities shall be announced and posted via the Arizona State Service website at www.azstatejobs.gov.

6.1.1 Employees and applicants may apply for jobs online at any one of the following locations:

6.1.1.1 Central Office Human Resources and Institution Personnel Offices

6.1.1.2 Personal workstation and common workstation computer terminal

6.1.1.3 Any computer via the internet or intranet 24-hours a day (i.e., home computer, public library, etc.)

6.1.2 Institutions shall announce and post the location(s) of computer terminal(s) with online 24-hour access for employees, including any other necessary system and security requirements for applying online.

6.1.3 Applicants shall apply by midnight of the closing date published on the position announcement.

6.1.4 Employees seeking career opportunities are encouraged to visit this website to create an account and maintain an up-to-date resume.

6.1.5 A listing of internal job announcements is also distributed via email and posted at institutions by the Human Resources Liaison to notify staff of what positions are currently open for recruitment.

7.0 NON-CORRECTIONAL HIRING PROCESS

7.1 Considerations of Applicant Pool Before Filling a Position – Prior to initiating recruitment, Hiring Authorities, in consultation with the Employment Analyst shall assess if recruitment shall be conducted as an:

7.1.1 Internal Recruitment – Is used to provide promotional opportunities for Department employees. This is done when there is a sufficient pool of qualified candidates among Department employees. The position shall be open to Department employees only.

7.1.2 Statewide Recruitment – Is used when there may be an insufficient pool of qualified applicants among Department employees but there is likelihood that a qualified applicant pool may be available within state service. The position shall be open to all employees from all state agencies.

7.1.3 External Recruitment – Is used when there may be an insufficient pool of qualified applicants among Department employees or other state agencies. The position shall be open to all employees from all state agencies and members of the general public.

7.2 Requests to Fill a Position – The Human Resources Liaison shall:

7.2.1 Review the CAR/PD for the position prior to initiating a requisition to determine if it is updated.

7.2.2 Submit an updated CAR/PD for those which are older than five years or are outdated and do not accurately reflect the job duties of the position.

7.2.2.1 The Human Resources Liaison shall coordinate with the Classification/Compensation Analyst to determine how to proceed. If the CAR/PD is significantly different, the recruitment process shall cease until the CAR/PD is updated.

7.2.3 Initiate requisitions through the automated recruitment system and establish the approval chain in accordance with the signature approval matrix. The HRDG Employment Unit shall process only requisitions that contain the appropriate approvals.

7.3 Recruitment Process

7.3.1 Upon receipt of a requisition, the Employment Analyst shall work with the Human Resources Liaison and Hiring Authority to develop the job announcement and any advertising for which the Hiring Authority authorizes payment. The Employment Analyst shall utilize the ADOA approved CAR/PD, ADOA class specification, and information from the Hiring Authority as primary resources.

7.3.2 Announcements shall be posted on www.azstatejobs.gov.

7.3.2.1 Human Resources Liaisons shall be responsible for ensuring job announcements are available to employees.

7.3.2.2 Applicants shall apply and submit resumes as outlined in section 6.0 of this Department Order.

7.3.3 Applicant resumes shall be evaluated by the Employment Analyst to determine if they meet the Knowledge, Skills and Abilities (KSAs) and any required criteria written in the approved CAR/PD. Based on these criteria and any additional Hiring Manager's preferences, the Employment Analyst shall provide a hiring list of the most qualified candidates.

7.3.3.1 If available, Hiring Managers shall be provided a list of additional or all qualified candidates upon request.

7.3.4 Hiring Managers may request the Staffing Manager perform a secondary review of any applicant deemed not qualified. The outcome of the second level review is final. The hiring process will not be delayed pending the outcome of the review.

7.3.5 Applicants whose resumes were not forwarded to the Hiring Manager for consideration may request the Staffing Manager perform a second level review. The outcome of the second level review is final. The hiring process will not be delayed pending the outcome of the review.

7.3.6 Resume submittal does not guarantee an applicant will be interviewed. Applicants will not be notified if their resumes were forwarded. The only time an applicant will be contacted is if additional information is needed or if they are selected for an interview.

7.4 Hiring Authority Pre-evaluation/Interview Activities

7.4.1 The Employment Analyst shall provide important information to the Hiring Authority relative to the selection, the hiring process and any special requirements.

7.4.1.1 Hiring Authorities shall review the special requirements and ensure they are followed, prior to making a final job offer.

7.4.1.2 Any questions are to be directed to the Employment Analyst or the Staffing Manager.

7.5 Evaluating/Interviewing Candidates

7.5.1 The Hiring Authority may conduct individual evaluations and interviews or convene an Oral Board Panel. Ideally interviews should be held to further assess a candidate's qualifications, but are not required.

7.5.2 Interviews shall be scheduled upon receipt of notification of qualified candidates from the Employment Analyst. Evaluating candidates promptly will decrease the chances of the most qualified candidates being hired elsewhere. Evaluations/ interviews shall be completed within 10 business days from notification.

7.5.3 When interviewing, questions shall be developed by the Hiring Authority and designed to assess each candidate's qualifications.

7.5.4 Special Selection Process - Hiring Authorities may request a special selection process, if necessary, to include written examinations, assessment centers or other professionally acceptable procedures. Sufficient time should be allowed for the approval process.

7.5.5 All hiring processes shall be job-related, non-discriminatory and confidential.

7.5.6 The Hiring Authority shall obtain approval from the Staffing Manager or designee for interview questions or any evaluation methods. Sufficient time should be allowed for the approval process.

7.6 Compensation for Attending Evaluations/Interviews

7.6.1 Employees may attend examinations or interviews within the Department and other state agencies during work hours without taking leave if:

7.6.1.1 The employee has received prior approval from his/her supervisor. The supervisor may determine what is reasonable depending on the number of requests by the employee within a short time frame.

7.6.1.2 The employee's absence does not interfere with Department operations.

7.6.2 The time an employee spends attending the evaluation/interview is considered work hours, in accordance with Department Order #512, Employee Pay, Work Hours, Compensation and Leave, to include:

7.6.2.1 An evaluation/interview attended on the employee's scheduled workday.

7.6.2.2 An evaluation/interview attended on the employee's scheduled day off.

7.6.2.3 An interview over a telephone, including the time an employee spends on a telephone examination and responding to related follow-up telephone inquiries from the Department.

7.6.3 The time an employee spends traveling to and from an evaluation/interview when the distance exceeds 50 miles from the employee's home to the evaluation/interview site is considered work time; however, the employee is not entitled to per diem or mileage.

7.7 Oral Board Panel Interviews – Oral Board Panel interviews shall be conducted in accordance with Oral Board Panel guidelines provided by the Employment Unit. Oral Board Panel interviews may be conducted for any positions at the discretion of the Hiring Authority.

7.8 Pre-Job Offer Requirements – The Hiring Authority shall be responsible for:

7.8.1 Reviewing the Personnel Files of current or former state employees. Employee Personnel Records are available for review at the employing agency's Human Resources Office. To review a Personnel File, contact the agency's Human Resources Office to make an appointment.

7.8.2 Ensuring candidates have completed the Application which provides employment related information and contains a release of liability for employers, educational institutions, licensing entities, etc.

7.8.3 Completing an employment reference check for all candidates prior to making a formal job offer in accordance with the ADOA Pre-Employment Reference and Background Check policy. Reference checks shall include:

7.8.3.1 Verifying the most recent salary.

7.8.3.2 Reason for leaving.

7.8.3.3 Rehire status.

7.8.3.4 Responsibilities and employment history for five years.

7.8.3.5 Any relevant comments from the applicant's immediate supervisor, including any attendance or disciplinary issues.

7.8.4 Verifying any education, licenses and/or certifications required for the position, including maintaining a copy of the most recent license or certification on file.

7.8.5 Maintaining documentation of all hiring actions in accordance with the current records retention schedule.

7.8.6 Consulting with the Human Resources Liaison to discuss the salary that can be offered to a candidate. Salary is not always the standard entry/promotional rate and may require justification and management approval.

7.9 Post Job Offer/Pre-employment Examinations – Conditional job offers are made for positions that require post job offer/pre-employment examinations. In conjunction with the Employment and Classification Unit, Hiring Authorities shall ensure applicants:

7.9.1 Meet all position requirements, including education, licenses and certifications.

7.9.2 Pass all pre-employment requirements, prior to making a final job offer, which may include a medical/physical examination, drug test and background investigation.

8.0 INTERNSHIPS

8.1 The Staffing Manager shall designate an Employment Analyst as the Student Intern Coordinator, who will be responsible for managing the program.

8.2 Prior to beginning the recruitment process, the Hiring Authority shall submit a Request for Student Intern, Form 504-3, to the Student Intern Coordinator for review and instructions on the internship program.

8.3 Human Resources Liaisons shall submit a requisition through the automated recruitment system to begin the recruitment process in consultation with the Hiring Authority. All requirements for the intern shall be specified in the requisition for the Student Intern Coordinator. Questions regarding this program shall be directed to the Staffing Manager.

9.0 APPROVALS AND RESPONSIBILITIES

9.1 Approvals for all recruitment, hiring, and personnel actions shall be made in accordance with the signature approval matrix, which is maintained on the Department Intranet and is available from Central Office Human Resources Operations or Human Resources Liaisons.

9.2 Hiring Authorities are entrusted with the responsibility of filling positions and shall conduct the hiring process in a professional and confidential manner.

9.2.1 All hiring and personnel actions shall be based on merit without regard to race, color, sex, sexual orientation, religion, national origin, age, veteran status, and disability status, except when any of these have been identified by the Employment Unit as being an existing bona fide occupational qualification.

9.2.2 Hiring Authority supervisors may not discriminate against a person registered pursuant to the Medical Marijuana Act in hiring, terminating or imposing employment conditions, unless stipulated by federal regulations or hiring for a safety-sensitive position.

9.3 The Hiring Authority shall ensure:

9.3.1 The interviews are conducted in accordance with this Department Order.

9.3.2 The instructions found in the hiring packet are followed.

10.0 REHIRING FORMER CORRECTIONAL OFFICER SERIES EMPLOYEES

10.1 Return to State Service in a Correctional Officer II Position

10.1.1 Former Correctional Officer Series employees who wish to return to state service into a Correctional Officer II position, shall submit an Application to RUSH or the Satellite Recruitment Center (SRC). The returning to state service in any other Correctional Officer Series positions shall not be considered.

10.1.2 After passing the Correctional Officer entrance exam, former Correctional Officer Series employees shall be required to sign a RUSH - Notice of Conditional Job Offer, Form 504-14, acknowledging they are being hired contingent upon the successful completion of a fitness test, background investigation, medical/ physical examination, psychological evaluation, and a drug screen. Former Correctional Officer Series employees will not be required to complete another exam if a medical/physical exam has been completed within one year or psychological exam has been completed within two years.

10.1.3 Former Correctional Officer Series employees shall be required to complete all necessary pre-employment testing processes in the same manner as Correctional Officer I applicants.

10.1.4 If it is determined an investigation was in progress at the time of resignation, RUSH/BIU shall contact the respective Warden to discuss the circumstances. The Warden, in conjunction with BIU, shall recommend to the RUSH/CPR Administrator whether the former Correctional Officer Series employee is to be hired.

10.1.5 Former Correctional Officer Series employees successfully completing the fitness test, background investigation, medical/physical examination, psychological examination and the drug test requirements shall be placed on the Weekly Correctional Officer Status/Hiring Report for hiring.

10.1.6 Former Correctional Officer Series employees not passing any requirements of the medical/physical exam or psychological exam shall follow the same re-testing procedures as a Correctional Officer I, as determined by the RUSH Manager.

10.2 Rehire of a COTA Correctional Officer I

10.2.1 Requests for Re-hire – Correctional Officer I's requesting to be re-hired shall be required to submit an Application and Background Questionnaire, Form 602-2, to the RUSH Manager.

10.2.2 If dismissed for academic failure or substandard proficiency skills, former Correctional Officer I's may submit a written request to be re-hired to the RUSH Manager within seven calendar days from the date of the dismissal.

10.2.3 If dismissed for unacceptable behavior or attitude, former Correctional Officer Is shall not be eligible for re-hire as a Correctional Officer I for two years from the date of dismissal.

10.2.4 If approved for re-hire, Correctional Officer I's shall retake the entire COTA program, except for those who had satisfactory performance and failed weapons qualification, who shall start at the week in which weapons qualification commences.

10.3 Cadets who have been re-hired and are again dismissed shall not be eligible for re-hire to COTA until two years after the date of their dismissal.

11.0 RETIREES RETURNING TO WORK

11.1 Retiring Department Incumbent or a Retired Former Incumbent

11.1.1 Position Announcements – Positions shall be announced for a minimum of one week.

11.1.2 Selection Process

11.1.2.1 In the event a retiring Department incumbent or a retired former Department incumbent is selected for an interview, an Oral Board Panel consisting of a minimum of three members shall be conducted in accordance with the guidelines provided by the Employment Unit.

11.1.2.2 Two of the Oral Board Panel members shall be from outside of the Bureau where the vacancy exists.

11.1.2.3 The Hiring Authority shall invite a minimum of three candidates, if available.

11.1.3 Division Director/Assistant Director Notification

11.1.3.1 If the employee seeking to retire and return to work is the top candidate after the Oral Board Panel interview has been conducted, the Hiring Authority shall notify the respective Division Director/Assistant Director through the chain of command.

11.1.3.2 A job offer shall not be made until approved by the Hiring Authority's Division Director/Assistant Director.

11.1.3.3 If an offer is extended to the retiree, there shall be a break of a minimum of one week between the departure and the return to work.

11.1.4 Salary Considerations – The salary shall be set in accordance with the ADOA Personnel Rules, R2-5A-402 Salary Administration and Department guidelines.

11.1.4.1 In determining an employee's salary, the Hiring Authority shall consider factors such as education, experience, skills, performance, current/former salary, current salaries of employees in the same class in the Department, and the relative experience.

11.1.4.2 The salary shall not exceed the rate earned by the former employee at the time of retirement from the position.

12.0 EMPLOYMENT OF RELATIVES – Hiring Authorities shall be responsible for ensuring compliance with ADOA Personnel Rule, R2-5A-305, Employment of Relatives, as follows:

12.1 Relationship to Supervisor – An individual shall not be employed in a position if the immediate supervisor of the individual is related within the third degree of affinity (marriage), consanguinity (blood), or by adoption.

12.2 Relationship to Other Employees – An individual shall not be employed in a position if the individual is related within the third degree to an employee who currently occupies a position under the same immediate supervisor.

12.3 Exceptions – Requests for exceptions to the above may be submitted in memo form to the ADOA Chief Human Resources Officer assigned to the Department who has delegated authority to approve exceptions, if there is no other qualified candidate for the position at that location. Exceptions must be approved in writing prior to offering a job.

13.0 EMPLOYMENT OF EX-OFFENDERS

13.1 The suitability of ex-offender applicants for positions other than Correctional Officer Series and other positions with inmate contact shall be determined by the Hiring Authority and the Inspector General, who shall consider all relevant factors, including:

13.1.1 The likelihood the employment will enhance the opportunity for the commission of offenses similar to the convicting offense.

13.1.2 The time elapsed since conviction.

13.1.3 The likelihood the personal circumstances that led to the convicting offense will recur.

13.1.4 The ex-offender's conduct since conviction.

13.1.5 The position is on the list of classifications pre-approved by the Director that allow for former inmate opportunities.

13.1.6 The Ex-Offender Certification and Employment Recommendation, Form 504-6.

13.1.7 The selection for Correctional Officer Series is governed by Arizona Peace Officer Standards and Training (AZ POST) guidelines.

13.2 The Inspector General shall review the Application and related documents to determine the applicant's suitability to assume the position. The Inspector General's recommendation, the Application, and the related documentation shall be forwarded to the Director who shall render a decision on employment. The Director's decision is final and there is no appeal process.

14.0 SELECTION PROCESS COMPLAINT AND RECOMMENDATION PROCEDURES

14.1 Applicants who have applied for positions may file a complaint about the selection process. An applicant who wishes to submit a complaint regarding the selection process shall submit a written statement within ten business days of the occurrence outlining the issue as follows:

14.1.1 Complaints regarding Correctional Officer Series recruitment shall be submitted to the RUSH Manager. Complaints regarding CPR issues shall be submitted to the CPR Manager. Any applicant not satisfied with the initial response may elevate a complaint to the RUSH/CPR Administrator within three business days following the initial response. The decision made at this level shall be final.

14.1.2 All other complaints regarding the hiring process shall be submitted to the Staffing Manager. Applicants not satisfied with the initial response may elevate a complaint to the Employment/Classification and Compensation Administrator within three business days following the initial response. The decision made at this level shall be final.

14.1.3 An applicant who has a complaint alleging discrimination or harassment relating to the procedures used in the selection or evaluation process shall submit the applicant complaint to the respective manager noted above within 90 calendar days of the action giving rise to the complaint. The manager, along with an Employee Relations Unit representative, shall evaluate the complaint and notify the applicant of the final action to be taken.

14.2 The appropriate Administrator shall review the complaint, research allegations, and provide a written response to the applicant within ten business days of receipt.

15.0 APPOINTMENT CONSIDERATIONS/TYPES OF APPOINTMENTS

15.1 Original Probation – A new employee hired into a position in the covered service shall serve an original probation period for one year.

15.2 Promotional Probation

15.2.1 A permanent status employee who is promoted to a position in the covered service shall serve a promotional probation of six months.

15.2.2 If an employee in a position in the covered service fails to complete a promotional probation successfully, the Director may revert the employee to:

15.2.2.1 A vacant position in the class in which the employee held permanent status immediately before promotion.

15.2.2.2 A similar position at the same grade and class the employee holds permanent status if the employee meets the KSAs of that position.

15.2.3 For information regarding the extension of probation, reversions and dismissals see Department Order #514, Managing Accountability and Performance (MAP).

16.0 CHANGES IN ASSIGNMENT

16.1 Employee Transfers

16.1.1 Types of transfers:

16.1.1.1 Administrative

16.1.1.2 Hardship

16.1.1.3 Correctional Officer II

16.1.1.4 Other

16.1.2 Administrative Transfer – Administrative Transfers may be initiated by the Director, the Deputy Director, a Division Director, Assistant Director or Regional Operations Director upon verification by Human Resources that the employee to be transferred meets the KSAs of the position to which he/she is to be transferred. Both the losing and gaining Division Director/Assistant Director shall approve or deny the employee's Administrative Transfer request and shall be the final approving authority.

16.1.3 Hardship Transfer – Any employee may request a hardship transfer in the event of a serious family trauma, serious illness, or the death of a spouse, child or parent. A hardship transfer shall not be granted for a pre-existing condition. Employees requesting a hardship transfer shall complete an Employee Request for Transfer, Form 504-8, and submit it to the Deputy Warden/Administrator or Warden/Bureau Administrator or designee.

16.1.3.1 The Deputy Warden/Administrator and Warden/Bureau Administrator or designee shall:

16.1.3.1.1 Review the Employee Request for Transfer form and independently, where possible, verify the information provided by the employee.

16.1.3.1.2 Determine if the employee is currently under investigation. If so, the hardship transfer request shall be held until the investigation is completed.

16.1.3.1.3 Recommend or not recommend the transfer. An explanation shall be included in the Comments section if the transfer is not recommended.

16.1.3.1.4 Forward the Employee Request for Transfer form through his/her chain of command to the appropriate Division Director.

16.1.3.2 The appropriate Division Director(s) shall:

16.1.3.2.1 Review and approve or deny the Employee Request for Transfer, Form 504-8. An explanation shall be included in the Comments section if the transfer is disapproved. Hardship Transfers across Division lines require the approval of the appropriate Division Director(s).

16.1.3.2.2 If the hardship transfer is denied, return the form to the employee and provide a copy to the employee's Bureau Administrator or Warden within one business day.

16.1.3.2.3 If the hardship transfer is approved, forward the original form to the gaining Warden/Bureau Administrator and copies to the losing Warden or Bureau Administrator, Employment Unit, HRDG CPR Unit, and employee within one business day.

16.1.3.3 The Employment or CPR Unit shall:

16.1.3.3.1 Ensure the employee meets the KSAs of the classification for the requested position prior to being placed on the appropriate hardship transfer list.

16.1.3.3.2 Refer the employee to fill the next applicable vacant position.

16.1.3.3.3 Keep medical issues relating to the transfer confidential.

16.1.4 Correctional Officer II Transfer

16.1.4.1 The Division Director for Prison Operations shall approve all Correctional Officer II transfers.

16.1.4.2 A Correctional Officer II seeking a non-hardship transfer to another Correctional Officer II position may be eligible for a transfer when the following conditions are met:

16.1.4.2.1 With the exception of transfers between ASPC Florence/Eyman, he/she will have worked at the current institution for a 12-month period from his/her appointment date or last approved transfer date.

16.1.4.2.2 He/she will have an overall rating of "meets expectations" or higher on the most recent Employee Performance Evaluation.

16.1.4.3 A Correctional Officer II may request a transfer by completing and submitting an Employee Request for Transfer, Form 504-8, to his/her Human Resources Liaison.

16.1.4.4 The Human Resources Liaison shall:

16.1.4.4.1 Note the date and time the request was received on the Employee Request for Transfer, Form 504-8.

16.1.4.4.2 Review the employee's Institution/Bureau Personnel File to determine if eligibility criteria are met, indicate "yes" or "no" on the Employee Request for Transfer form and sign the form.

16.1.4.4.3 Forward the Employee Request for Transfer form to the Warden if the employee is eligible for Correctional Officer II transfer.

16.1.4.4.4 Return the Employee Request for Transfer form to the employee if the employee is not eligible for Correctional Officer II transfer.

16.1.4.5 The Warden shall:

16.1.4.5.1 Verify the employee is not under an administrative or criminal investigation. If so, the transfer request shall be held until the investigation is completed.

16.1.4.5.2 If the employee is not under investigation, sign the Employee Request for Transfer form and forward it to the CPR Unit.

16.1.4.6 The CPR Unit shall:

16.1.4.6.1 Add the Correctional Officer II's name to the Correctional Officer transfer list.

16.1.4.6.2 Provide the Correctional Officer Transfer list to the Division Director for Prison Operations, who shall identify the date and location to which the Correctional Officer II is to be transferred.

16.1.4.6.3 Notify the gaining and losing institution's Human Resources Liaison and the employee of the effective date of the Correctional Officer transfer.

16.1.4.7 The gaining Human Resources Liaison shall coordinate the transfer between the losing and gaining institution, process the HRIS - Input Document, Form 504-1, and forward all documentation to Central Office Human Resources Operations for inclusion in the Central Office Personnel File.

16.1.4.8 A Correctional Officer II approved for transfer who then declines a job offer for transfer shall have his/her transfer request canceled and shall be ineligible to reapply for transfer for 12 months.

16.1.5 Other Transfers – Non-Correctional Officer Series employees seeking a transfer shall apply as outlined in section 7.0 of this Department Order.

16.1.6 Correctional Officer Series Lateral Transfers (Other than Correctional Officer II)

16.1.6.1 Correctional Officer Series employees seeking a non-hardship transfer to another Correctional Officer Series position in the same classification may be eligible for a lateral transfer if they have:

16.1.6.1.1 Worked at his/her present institution for a 12-month period from his/her appointment date or last approved transfer date.

16.1.6.1.2 An overall rating of "meets expectations" or higher on their most recent Employee Performance Evaluation.

16.1.6.2 Eligible Correctional Officer Series employees may request a transfer at any time by completing an Employee Request for Transfer, Form 504-8, with a current resume to the CPR Unit.

16.1.6.3 Community Correctional Officer Series employees may request a transfer within Community Corrections by submitting a written request to the Community Corrections Operations Director.

16.1.7 The salary of employees (Correctional Officer Series and non-Correctional Officer Series) transferring from a position in one class to a position in a different class, but maintains the same grade shall be determined as follows:

16.1.7.1 Employees shall receive no increase in salary, unless approved by the respective Division Director and the ADOA Director.

16.1.7.2 When assignment transfers result in changing salary schedules and/or will result in an inequity within the class, Human Resources shall consider education, relative experience, skills, performance, former salary, and the salary of employees in the same class with relative experience to determine employee salaries.

16.1.7.2.1 This may result in a significant decrease in salary for employees.

16.1.7.2.2 Employees may decline transfers and corresponding adjusted salaries.

16.2 Voluntary Demotion

16.2.1 An employee who wishes to request a voluntary demotion shall:

16.2.1.1 Meet the KSAs and other special selection factors as determined by the Employment Unit or the CPR Unit for the position.

16.2.1.2 Submit a Voluntary Demotion Request Letter using the appropriate ADOA template letter. Consult with your Human Resources Liaison for the template that should be submitted.

16.2.1.3 If offered position, complete all pre-employment requirements, if applicable.

16.2.1.4 Receive prior approval for a voluntary demotion from the gaining entity in accordance with the signature approval matrix. However, critical positions may not be held pending approvals.

16.2.2 Both the losing and gaining Division Director/Assistant Director shall approve or deny the employee's voluntary demotion request and shall be the final approving authority.

16.2.2.1 An employee is not eligible to grieve or appeal an approved or denied voluntary demotion.

16.2.2.2 If the request for the voluntary demotion is approved, the gaining Human Resources Liaison shall produce a Voluntary Demotion Acceptance Letter for the Warden or Bureau Administrator's approval, using the appropriate ADOA template letter.

16.2.2.3 If the request for the voluntary demotion is not approved, the current Human Resources Liaison shall notify the employee in writing.

16.2.2.4 The salary of an employee who has been approved for a voluntary demotion shall be determined as follows:

16.2.2.4.1 If the employee has been promoted within one year from the date of voluntary demotion, the salary after demotion shall be the same as the salary as they received prior to the last promotion.

16.2.2.4.2 An employee who has been in his/her current position for one year or longer shall receive a salary decrease as determined by the Director or designee in accordance with approved procedures and guidelines.

16.2.2.4.3 When voluntary demotions result in changing salary schedules and/or will result in an inequity within the class, Human Resources shall consider the factors as outlined in 16.1.7.2 through 16.1.7.2.2 of this section.

16.2.2.5 Voluntary demotion approvals shall be valid for the duration of the job's recruitment and selection.

16.2.2.5.1 Employees accepting a voluntary demotion shall be required to remain in the classification/position requested for a period of at least one year before being considered for appointment to any other position.

16.2.2.5.2 An employee who is approved and accepts a voluntary demotion may only do so once in a five year period from the acceptance date of the voluntary demotion.

16.2.2.6 CPR voluntary demotion request approvals shall be valid for the duration of the CPR or six months for a Special Announcement.

16.2.2.7 Applicants requesting a voluntary demotion shall complete all pre-employment requirements and special selection factors, if applicable.

16.2.2.8 The Hiring Authority shall consider CPR voluntary demotion candidates at the same time as lateral transfer candidates provided they have previously passed the CPR process and previously held positions in that classification for at least one year. Hiring Authorities may select these candidates or may choose to proceed to the CPR.

16.2.3 CPR applicants requesting a voluntary demotion and who have not previously held a position in the classification for at least one year shall be required to compete with promotional applicants. These applicants shall wait for the position to be announced and then complete any exam, interview, Oral Board Panel interview, or other assessment instrument required.

16.3 Special Assignment

16.3.1 A special assignment may be made non-competitively and for up to six months in accordance with the ADOA special assignment policy.

16.3.2 A special assignment shall not exceed six months unless an extension is granted by the ADOA Director.

16.3.3 Successive special assignments of the same person to the same class shall not be made.

17.0 SPECIAL PROMOTIONAL RATE

17.1 Requesting a Special Promotional Rate for an employee in a Correctional Officer Series classification earning a Geographical Stipend promoting to a Correctional Sergeant, Correctional Officer III, Correctional Officer IV, Community Correctional Officer, and Community Correctional Officer Senior position.

17.1.1 The Human Resources Liaison shall process a Correctional Series Special Promotional Rate Form, 504-15, only if the employee is receiving a Geographical Stipend at the time of a promotion to a position in the Correctional Series and the employee has not previously had a Geographical Stipend included in his/her salary.

17.1.2 Subject to available funding, the Correctional Series Special Promotion Rate form shall be automatically approved based on salary history as provided by the ADOA Personnel Rules.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms

FORMS LIST

504-1, HRIS - Input Document
504-3, Request for Student Intern
504-6, Ex-Offender Certification and Employment Recommendation
504-8, Employee Request for Transfer
504-14, RUSH - Notice of Conditional Job Offer
504-15, Correctional Series Special Promotion Rate

AUTHORITY

A.R.S. §13-904, Suspension of Civil Rights and Occupational Disabilities
A.R.S. Title 36, Chapter 28.1, Arizona Medical Marijuana Act
A.R.S. § 38-501 et seq., Conflict of Interest of Officers and Employees
A.R.S. Title 41, Chapter 4, Article 4, Political Appointments
A.R.S. §41-741, Definitions
A.R.S. §41-742, State Personnel System; Covered and Uncovered Employees; Application; Exemptions
A.R.S. §41-743, Powers and Duties of the Director
A.R.S. §41-1492 et seq., Public Accommodation and Services
A.R.S. §41-1661 et seq., Correctional Officer Training
A.A.C. R2-5A-402, Salary Administration
A.A.C. Title 2, Chapter 5, Department of Administration – Personnel Administration
Americans with Disabilities Act of 1990, Titles I and V.
28 CFR Part 35-130 et seq, Nondiscrimination on the Basis of Disability in State and Local Government