



Department of Transformation and Shared Services Office of Personnel Management

Policy Title: Hiring Request and Job Advertisement

Policy Number: 8

Authority: Job Advertisement memo dated July 16, 2015; Governor's letter dated November 18, 2019

Revised: March 16, 2020

Filling a Vacant Position

A department may need to fill a vacant position in order to continue the efficient operation. A department must receive preapproval from the Department of Transformation and Shared Services (TSS) Office of Personnel Management (OPM) before taking any of the following personnel actions:

- Hiring or promoting an employee that will have a salary in excess of \$100,000
- Rehiring a retiree ([OPM Policy #65](#))
- Backfilling any vacant former director positions, including boards and commissions
- Granting a director discretion for incumbent employees
- Hiring Secretarial-level staff

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 contains current information.

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 – MP04 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 OPM 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 welfare, health and safety.



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An agency must submit an Emergency Hire Request to OPM for approval. 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. The agency must demonstrate to OPM that only internal applicants can possess the requisite knowledge, skills, and abilities to perform the job.

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 [OPM Policy 42](#).

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. Falsifying an employment application in any other material way may be grounds for immediate termination.