

PART 3. HUMAN RESOURCES MANAGEMENT SECTION -
PERSONNEL PROGRAMS612:3-3-20. Department of Rehabilitation Services recruitment and
selection plan [AMENDED]

(a) **Method of application.** All applicants who are permanent classified employees, or former permanent classified state employees eligible for reinstatement to the classified service, shall submit a completed OPM Personal Data Summary Sheet form for the position to the DRS Human Resources Unit or other designated location no later than the closing date and time stated in the posted notice. DRS does not carry over completed Personal Data Summary Sheets from one posting to the next unless specified on the posting. All other applicants for classified positions must apply by means of the method indicated on the vacancy notice. The DRS Human Resources Unit notifies applicants who did not meet minimum education and experience requirements for the position. Applicants may submit additional information to the DRS Human Resources Unit which reflects they meet the minimum qualifications for the position. The Human Resources Unit will submit the additional information to the Office of Personnel Management for review. If the Office of Personnel Management determines that minimum qualification for the position are met, the applicant log may be amended and the applicant given consideration for the position if a final selection has not been made by the selecting official.

(b) ~~Fair Employment Practices Act (FEPA) and persons with severe disabilities~~Optional Program for Hiring Applicants with Disabilities. The DRS selecting official may request an OPM certificate for underutilized gender/race groups. If underutilization of a targeted group has been determined in accordance with the Affirmative Action Plan, then a FEPA certificate shall be requested. All applicants Applicants on file with the DRS Personnel Office that have been certified as "a person with a severe disability" by the Office of Personnel Management will be included with the DRS applicant log on the Special Appointment/Free Names list through OPM and may be considered along with other qualified internal and external applicants.

(c) **Eligibility for consideration.** The agency may consider external applicants concurrently with internal applicants following closing of the announcement. To be eligible for consideration, applicants must meet the requirements set forth in Paragraphs (1) or (2) of this Subsection.

(1) A permanent classified employee or a former state employee who is eligible for reinstatement must:

- 44 (A) submit a completed OPM Personal Data Summary Sheet form for the
45 position to the DRS Human Resources Unit or other designated location
46 no later than the closing date and time specified on the posting notice; and
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- 48 (B) be certified by the OPM ~~Recruitment~~ Applicant Services Division as
49 meeting the minimum qualifications for the posted Level(s) of the Job
50 Family. However, career progression promotions shall be exempt from
51 this requirement provided that an employee has been in a lower level of
52 the job family for an amount of time equal to the difference in the lengths
53 of the experience requirements of the two levels. This exception shall not
54 apply in any case to entry into a job family or where the next higher level is
55 a supervisory position.
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- 57 (2) All other applicants for employment may be eligible for consideration
58 through:
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- 60 (A) an open competitive certificate from OPM;
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- 62 (B) Certification as a person with a severe disability under 74 O.S. 840-
63 4.12; and/or
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- 65 (C) Special Disabled Veterans Certification; ~~and/or,~~
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- 67 ~~(D) Fair Employment Practices provisions of Merit Rules or State Law.~~
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- 69 (d) **Factors for consideration.** Paragraphs (1) through (5) establish factors for
70 consideration.
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- 72 (1) In filling vacancies, the agency will consider factors such as performance
73 appraisals, education, experience, and other qualifications related to the
74 expected ability of an individual to perform the work successfully.
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- 76 (2) The agency may also post and consider special additional factors such as
77 limiting consideration to permanent classified employees of the DRS, special
78 working conditions that an applicant must be willing to accept and selective
79 qualifications required for a position.
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- 81 (3) A qualified permanent classified DRS employee will be given preference
82 when the merit, ability, and capacity of that employee is relatively equal to
83 that of applicants from outside DRS as determined by the selection process.
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- 85 (4) A qualified permanent classified DRS employee with the greatest
86 seniority based upon the last date of continuous DRS employment will be

87 given preference when the merit, ability, and capacity of that employee is
88 relatively equal to other applicants as determined by the selection process.

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90 (5) Consideration may be given to redress underutilization of targeted
91 minority groups. To meet affirmative action goals, all available applicants may
92 be considered.

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94 (e) **Methods for consideration.** Paragraphs (1) through (3) establish methods
95 for consideration. ~~Interview documentation is to be retained for two (2) years by~~
96 ~~the DRS Human Resources Unit and then destroyed upon receipt of approval~~
97 ~~from the Archives and Records Commission. If legal action is pending, the~~
98 ~~information is not to be destroyed until two (2) years after exhaustion of all legal~~
99 ~~remedies, provided records meet all stipulated retention requirements.~~
100 Interviewer notes will be maintained in a local applicant file for the position being
101 filled.

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103 (1) The methods for consideration may include review of personnel records,
104 applications, ratings, work histories, attendance records, test results,
105 references, and other documents and information relating to a person's
106 eligibility or qualifications.

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108 (2) Applicants may be required to participate in interviews and in other
109 selection procedures.

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111 (3) A personal background investigation, including any civilian and military
112 court records may be conducted.

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114 (f) **Entrance salary.** The entrance salary for any position in the classified service
115 shall be governed by the Merit Rules.

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117 (g) **Probationary period (classified service).** Individuals newly hired into the
118 classified service will serve a probationary period. The probationary period gives
119 the new employee an opportunity to demonstrate the ability to perform the
120 assigned duties of the position. The initial probationary period lasts for one year,
121 except that the Director or ~~Deputy Director~~ Chief of Staff may waive the remainder
122 of the probationary period at any time after a probationary employee has served
123 six months by notifying the employee and the Office of Personnel Management in
124 writing as to the waiver and the reasons for it. The probationary period may not
125 be extended. However, if a probationary employee is granted leave without pay
126 that exceeds 5 working days, the date of the final working day of the probationary
127 period shall be adjusted by the number of working days the probationary
128 employee was on leave without pay in excess of 5 working days. Notification of
129 such leave to the Office of Personnel Management and the employee shall

130 include the scheduled date of the final working day of the adjusted probationary
131 period. The appointment of an employee on probationary status may be
132 terminated whenever the performance is determined to be unsatisfactory. The
133 probationary employee does not have the right of appeal to the Merit Protection
134 Commission when terminated during the probationary period [530:10-11-32]. The
135 employee's immediate supervisor is responsible for carefully observing and
136 evaluating performance. The performance evaluation of a probationary
137 employee must be completed no later than thirty days prior to the end of the
138 probationary period.

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140 (h) **Related employees (classified/unclassified service).** The Department
141 reserves the right to make placements and work assignments of personnel as
142 necessary to eliminate and/or prevent situations in which a position is occupied
143 by a relative of the senior administrator of the relevant division, facility, or office.
144 The Director may waive the prohibitions in this Subsection. The Department
145 prohibits the employment of any person in a position which would result in:

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147 (1) immediate supervision by a relative. Relative is defined to include wife,
148 husband, children, parents, stepparents, parents-in-law, grandchildren,
149 grandparents, brothers, sisters, stepchildren, brothers-in-law, sisters-in-law,
150 sons-in-law, daughters-in-law, aunts, uncles, nieces, nephews, first cousins or
151 any of the above with whom the employee shares a foster relationship; or

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153 (2) two or more relatives reporting to the same immediate supervisor.

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155 (i) **Other employment, prohibition against use of position for personal gain**
156 **and avoidance of conflict of interest.** Oklahoma Ethics Commission rules
157 [OAC Title 257] are applicable regarding prohibition against use of position for
158 personal use.

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160 (1) Each employee must, during office hours, devote full time, attention, and
161 effort to the Department's business. The employee may not use office hours
162 for private gain.

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164 (2) An employee may accept other employment outside the employee's
165 assigned hours of duty as long as such other employment does not interfere
166 with the employee's work with the Department. If an employee engages in
167 other employment while an employee of the Department, such employment or
168 changes in the employment, as it occurs shall be reported ~~in writing~~ by use of
169 the Report of Other Employment form. Such notification shall be given to the
170 employee's immediate supervisor.

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172 (j) **Final selection.** While others may recruit, screen, consider and make
173 recommendations, the decision on all appointments and changes in classification
174 is tentative until it has the ~~written~~ approval of the Director or designee. No offer
175 of employment may be made until notification of final approval is received from
176 the Personnel Office of the DRS Human Resources Unit.