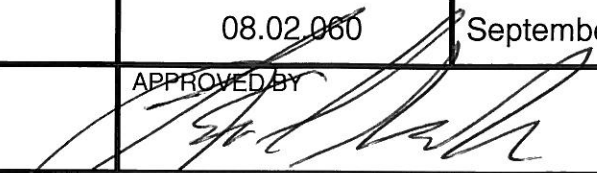
 <p style="text-align: center;"><b>STATE OF ALASKA</b> <b>DEPARTMENT OF TRANSPORTATION</b> <b>AND PUBLIC FACILITIES</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>08.02.060</b>	PAGE  1 of 4
	EFFECTIVE DATE December 10, 2009	
SUBJECT <b>Approval to Fill Classified Positions</b>	SUPERSEDES 08.02.060	DATED September 1, 2006
CHAPTER <b>Personnel</b> <b>Administration</b>	SECTION <b>Personnel</b>	APPROVED BY 

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on the authority to approve filling positions in the classified service and how the approval is documented.

## POLICY

To fill a position in the classified service (a classified position) means to recruit or consider candidates through an established process for a vacant classified position with the intent to hire, whether or not a candidate is ultimately selected or hired.

The authority to approve filling classified positions and how the approval is documented will be in accordance with the following procedure. When a position falls into more than one category, the approval of the higher level authority is required.

Approval must be obtained before the process of filling the position begins. The position must be offered and accepted within one year after approval to fill it was provided. A copy of the approving document will be kept with the records of the effort to fill the position.

## PROCEDURE

The table below shows the approving authority and the approving document needed to fill classified positions.

The authority of the regional or division director, system director or manager, statewide M&O engineer, and chief contracts officer may not be further delegated.

The DOT&PF *Hiring Approval Request* is available on the DOT&PF Division of Administrative Services website. A copy is included with this P&P.

# STATE OF ALASKA

Department of Transportation and Public Facilities  
POLICY AND PROCEDURE MANUAL

Policy and Procedure 08.02.060  
Approval to Fill Classified Positions  
Effective: December 10, 2009  
Page 2 of 4

<b><i>Position category</i></b>	<b><i>Approving authority for filling the position</i></b>	<b><i>How approval to fill the position is documented</i></b>
Permanent or seasonal position at range 22 or above, including promotions	Deputy commissioner	DOT&PF <i>Hiring Approval Request</i> signed by regional or division director, system director or manager, statewide M&O engineer, or chief contracts officer and deputy commissioner OR fully approved revised program (a budget document) that includes deputy commissioner signature
Acting appointment to a vacant position at a higher range of 22 or above	Deputy commissioner	See P&P 08.02.040 <i>Acting in a Position at a Higher Range</i>
Nonseasonal position vacant for one year or more	Deputy commissioner	DOT&PF <i>Hiring Approval Request</i> signed by regional or division director, system director or manager, statewide M&O engineer, or chief contracts officer and deputy commissioner OR fully approved revised program (a budget document) that includes deputy commissioner signature
Nonpermanent position, regardless of range or duration	Director of the Division of Administrative Services	See P&P 08.02.021 <i>Nonpermanent Positions in the Classified and Partially Exempt Services</i>
Permanent or seasonal position at range 21 or below, including promotions	Regional or division director, system director or manager, statewide M&O engineer, or chief contracts officer	DOT&PF <i>Hiring Approval Request</i> signed by regional or division director, system director or manager, statewide M&O engineer, or chief contracts officer OR fully approved revised program (a budget document) that includes deputy commissioner signature
Acting appointment to a vacant position at a higher range of 21 or below	Regional or division director, system director or manager, statewide M&O engineer, or chief contracts officer	See P&P 08.02.040 <i>Acting in a Position at a Higher Range</i>
All permanent and seasonal Labor, Trades, and Crafts positions	Regional or division director, system director or manager, statewide M&O engineer, or chief contracts officer	DOT&PF <i>Hiring Approval Request</i> signed by regional or division director, system director or manager, statewide M&O engineer, or chief contracts officer OR fully approved revised program (a budget document) that includes deputy commissioner signature

## **AUTHORITY**

AS 44.17.030

## **IMPLEMENTATION RESPONSIBILITY**

Deputy commissioners, regional and division directors, system directors and managers, statewide M&O engineer, and chief contracts officer

## **DISTRIBUTION**

All department employees via the DOT&PF website

**DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 HIRING APPROVAL REQUEST**

<b>TITLE</b>		
<b>PCN</b>		
<b>FUNDING SOURCE</b>		
<b>Brief description of duties:</b>		
<b>How long has the position been vacant?</b>		
<b>Are the duties required for the health and safety of the traveling public or required under federal regulations? If yes, explain briefly.</b>		
<b>If the position is not filled, what functions will not be performed or will be delayed? Is a delay acceptable? What alternatives to filling the position have been explored?</b>		
<b>If further budget reductions are imposed, could the duties of this position be deleted? If so, please explain impact on mission of division.</b>		
<b>SECTION CHIEF or EQUIVALENT</b>	<b>DIRECTOR or EQUIVALENT</b>	<b>DEPUTY COMMISSIONER</b>
_____	_____	_____
<b>Signature</b>	<b>Signature</b>	<b>Signature</b>
Date: _____	Date: _____	Date: _____