



State of West Virginia
Joe Manchin III
Governor

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MEMORANDUM

TO: All Cabinet Secretaries, Boards and Commissions
Chairman, Public Service Commission
Chairman, Water Development Authority
Commissioner, Bureau of Senior Services

DATE: April 15, 2009

FROM: Larry Puccio
Chief of Staff

RE: Instructions and Guidelines for Requesting Exceptions to the Temporary
Restrictions on Hiring

As a follow-up to Governor Manchin's directive dated April 1, 2009 regarding temporary hiring restrictions, I am providing the following instructions and guidelines. These instructions and guidelines apply to Executive Branch agencies with classified employees and those with classified exempt employees. The Governor's Office is respectfully requesting that all other offices of State government voluntarily comply with these instructions and guidelines. Please share this information with your agency heads and others in your organization who are involved in the hiring process. If you have questions or need additional information, please call Harry Bergstrom, Deputy Chief of Staff, or Joe Smith at 558-2000.

- a. Personnel transactions in process to hire, reinstate, promote, temporarily upgrade or reallocate to fill positions which were initiated (i.e., entered into HRIS/PIMS or, for paper forms, received/originated at the agency's central administrative office) prior to April 2, 2009 will be processed.
- b. Personnel transactions in process to hire temporary employees which were initiated (i.e., entered into HRIS/PIMS or, for paper forms, received/originated at the agency's central administrative office) prior to April 2, 2009 will be processed.
- c. Personnel transactions in process for transfers where *both* the transfer out of the current agency and the transfer into the new agency were initiated (i.e., entered into HRIS/PIMS) prior to April 2, 2009 will be processed. Transactions in process for transfers where either the transfer out or transfer in were initiated on or after April 2, 2009 will be evaluated on a case-by-case basis.

2. Transactions Initiated On or After April 2, 2009

- a. Personnel transactions to hire, reinstate, promote, reallocate*, temporarily upgrade* and/or transfer to fill permanent or temporary positions initiated on or after April 2, 2009 will not be processed by the Division of Personnel and/or the State Budget Office without the specific prior approval of the Governor's Office. [*Please note that a position is an authorized and identified group of duties and responsibilities assigned by the proper authority requiring the full-time or part-time employment of at least one person.]
- b. Personnel transactions to increase the pay or full-time equivalent of a position initiated on or after April 2, 2009 will not be processed by the Division of Personnel and/or the State Budget Office without the specific prior approval of the Governor's Office.
- c. Personnel transactions of the types noted in items a. and b. above which were initiated on or after April 2, 2009 and which are pending on April 17, 2009 and are processed via HRIS will be rejected.
- d. Personnel transactions of the types noted in items a. and b. above which are initiated on or after April 20, 2009 and are processed via HRIS will be

electronically routed to the Governor's Office **after** they have been approved by the Agency Head **and** Cabinet Secretary as indicated by the Cabinet Secretary's electronic approval. See items 4 and 5 for documentation requirements.

- e. Personnel transactions of the types noted in items a. and b. above which were initiated on or after April 2, 2009 and which are pending on April 17, 2009 and are processed on paper forms will be returned to originating agencies.
- f. Personnel transactions of the types noted in items a. and b. above which are initiated on or after April 20, 2009 and which are processed on paper forms should be routed to Harry Bergstrom in the Governor's Office **after** they have been approved by the Agency Head **and** Cabinet Secretary as indicated by the Cabinet Secretary's signature. See items 4 and 5 for documentation requirements.

3. **Job Vacancy Postings and Certifications of Eligible Applicants**

- a. Requests for job vacancy postings and certifications of eligible lists received on or after April 2, 2009 will not be processed by the Division of Personnel without the specific prior approval of the Governor's Office.
- b. Requests for job vacancy postings and certifications of eligible lists pending on April 17, 2009 will be disapproved by the Division of Personnel.
- c. Access to the job vacancy posting system and certifications of eligible lists will be suspended effective immediately until April 22, 2009. During this time, the Division of Personnel will help agencies and departments assure that appropriate approval levels are in place for processing these requests and that agencies' and departments' staff are familiar with the system.
- d. Effective April 22, 2009, all requests to fill positions, except temporary positions, must be processed through the job vacancy posting system which will include approvals at the agency, department, and Governor's Office levels. Both classified and **classified-exempt** positions in Executive Branch agencies are included.

4. **Documentation for Permanent Positions**

- a. Personnel transactions to fill permanent positions which have already been posted and requests for job vacancy postings must include the following information.
 - i. Why the position is needed (e.g., statutory or regulatory requirement, court order, service requirements, etc.)
 - ii. Consequences of leaving the position vacant
 - (1) permanently
 - (2) temporarily
 - iii. Alternatives to filling the position (pros and cons)
 - (1) reassigning critical duties
 - (2) consolidating work within or across units
 - (3) restructuring duties to lower job class or FTE
 - iv. Is this a supervisory/managerial position? If yes,
 - (1) number of employees supervised
 - (2) job class titles of employees supervised
 - v. Rank the position on a scale of 1-3 (1=most critical, 2=more critical, 3=critical) in terms of relative criticality within the:
 - (1) Unit/Facility
 - (2) Agency
 - (3) Department
 - vi. Positions in agency
 - (1) total
 - (2) filled
 - (3) vacant
 - vii. Positions in agency in same job class and/or function
 - (1) total
 - (2) filled
 - (3) vacant
 - viii. Source of funding for the position

- b. For personnel transactions to fill permanent positions **which have already been posted** or for temporary upgrades:
 - i. Provide the information in item a. in a Word or pdf document headed with the reference number for the transaction and the name of the person proposed to fill the position.
 - ii. Provide a copy of the job vacancy posting (not required for temporary upgrade) or, for reallocation, the Division of Personnel determination.
 - iii. For transactions processed via HRIS, send the document and job

vacancy posting by e-mail as attachments to wv11docs@wv.gov.

Please put the transaction reference number in the "Subject" line.

- iv. For transactions processed on paper forms, include the document and job vacancy posting with the paper transaction.

- c. The job vacancy posting system will include an additional screen (POSTING COMMENTS/JUSTIFICATION SCREEN) for entering the information specified in item a.

5. Documentation for Temporary Positions

- a. Personnel transactions to hire temporary employees must include the following information.
 - i. Why the position is needed
 - ii. Consequence of leaving the position vacant
 - iii. Is this work that is normally performed by a permanent employee?
 - iv. Source of funding for the position
 - v. Number of weeks the position is needed
 - vi. Estimated total cost of wages, FICA and Medicare match, and Workers' Compensation premium

- b. For transactions processed via HRIS, the above information should be included in the "Justification" field of the transaction. Be brief.

- c. For transactions processed on paper forms, include the above information on or with the paper transaction.

April 16, 2009 (5:44pm)