



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Advertising a Job and Filling a Position

Policy Number: 8

Authority: Ark. Code Ann. § 21-12-102

Effective Date: November 6, 2025

At the start of each fiscal year, departments/agencies are legislatively authorized a specific number of positions that it may fill as needed throughout the fiscal year. As new positions are created or existing positions become vacant, a department/agency may want to fill the position to maintain department operation levels and efficiency. Each department/agency is provided with a set number of positions it may fill for hiring freeze purposes. A department/agency that remains under their assigned position cap is not required to submit a [Hiring Freeze / Intent to Fill Request](#) to the Office of Personnel Management (OPM).

Hiring Freeze Exemptions

The following classifications and positions are exempted from the hiring freeze process, even if filling the position results in the department/agency exceeding their position cap:

1. State Police Job Series:
 - ASP Lieutenant Colonel
 - ASP Major
 - ASP Captain
 - ASP Lieutenant
 - ASP Sergeant
 - ASP Corporal
 - ASP Trooper 1st Class
 - ASP Trooper
2. Correctional Officers Job Series:
 - Corrections Major
 - Corrections Captain
 - Corrections Lieutenant
 - Corrections Sergeant
 - Corrections Corporal
 - Corrections Officer
3. Social Services Programs Job Series:
 - Social Services Supervisor/Expert
 - Social Services Coordinator
 - Social Services Specialist
4. Nurses Job Series:
 - Registered Nurse Supervisor/Expert
 - Registered Nurse
 - Licensed Practical Nurse Supervisor/Expert
 - Licensed Practical Nurse
5. Health Trade Job Series:
 - Certified Nursing Assistant
6. Extra help



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Intent to Fill

A department/agency must submit the [Hiring Freeze / Intent to Fill](#) form and receive prior approval from OPM before taking any of the following personnel actions, even if the department/agency is under their position cap:

- Hiring or promoting an employee who will have a salary that exceeds \$115,000
- Any position classified under the Executive (EXE) pay table
- Any position with “Director” in the title
- Key leadership positions including Chief of Staff, Deputy Chief of Staff, Chief Legal Counsel, Chief Fiscal Officer, Chief of Communications, and Division Directors
- Filling any shared services positions within the Human Resources, Information Technology, or Procurement job series at any department other than Shared Administrative Services.

Advertising a Vacant Position

Except as otherwise provided in this policy, a department/agency must advertise job vacancies on [ARCareers](#) for a minimum of 5 business days. A department/agency may choose to advertise a position for longer and a department/agency may simultaneously advertise a job vacancy on other sites. Each department/agency is responsible for ensuring the advertisement posted on ARCareers is accurate and current. More information about advertising a job can be found at <https://sas.arkansas.gov/personnel/arcareers/>.

Current state employees may apply for vacant positions through their MyARCareers portal. All other applicants may apply for vacant positions through ARCareers. The department/agency advertising the position is responsible for screening all applications to determine which applicants meet the minimum qualifications. The list of applicants who meet the minimum qualifications is then sent to the hiring official who reviews the applications and determines the list of applicants to interview. More information about minimum qualifications can be found at [OPM Policy #42](#).

Exempt from Advertising Requirements

1. Information Systems and Technology – IST12 and above
2. Medical – MED08 and above
3. Law Enforcement and Safety – LES10 and above
4. Specialized Services – SPC09 and above
5. All positions on the Executive pay table
6. Extra help positions
7. Emergency hires
8. Any other position authorized by the Governor
9. Requests to adjust an employee’s title within a job series – this requires a separate career-path adjustment request submitted to OPM for approval

Emergency Hire

An emergency hire may be requested when the delay of advertising a vacancy would have an immediate effect on the public welfare, health and safety. A department/agency must submit an [Emergency Hire Request](#) form to OPM for approval. The department/agency must provide a detailed explanation of the need for an



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emergency hire and the applicant's complete state application. Only after the department/agency receives approval from OPM may the candidate be hired.

Falsifying an Application

An employee who is found to have falsified his or her employment application by claiming 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.