



## Department of Shared Administrative Services Office of Personnel Management

**Policy Title:** Advertising a Job and Filling a Position

**Policy Number:** 8

**Authority:** OPM Memo dated July 16, 2015; Ark. Code Ann. § 21-12-102

**Effective Date:** November 17, 2022

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Each department is authorized a set number of positions that it may fill as needed. As new positions are created or existing positions become vacant, a department may choose to fill the position to maintain departmental operations and efficiency. A department must submit the [Intent to Fill](#) form and receive prior approval from the Department of Shared Administrative Services (SAS) Office of Personnel Management (OPM) before taking any of the following personnel actions:

- Hiring or promoting an employee who will have a salary that exceeds \$100,000, unless the salary will exceed \$100,000 because of using an approved Salary Administration Grid
- Rehiring a retiree
- Backfilling any vacant former director positions, including boards and commissions
- Granting a director discretion for incumbent employees (the [Directors Discretion](#) form must be submitted as well)
- Hiring Secretarial-level staff

### Advertising a Vacant Position

A department must advertise job vacancies on [ARCareers](#). The following grades and 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

Positions that are required to be advertised must be posted for a minimum of 5 business days. A department may advertise a position for longer. Each department is responsible for ensuring the information posted on ARCareers is accurate and current. For more information about advertising a job, refer to <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 or by sending a paper copy to the department advertising the position. Generally, the department's human resources office is responsible for screening 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. The hiring official reviews the applications and determines which applicants to interview. For more information about minimum qualifications, refer to [OPM Policy 42](#).



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### **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.

A department must submit an [Emergency Hire Request](#) form to OPM for approval. The department must provide a detailed explanation of the need for an emergency hire and the applicant's completed state application. After the department receives approval from OPM, the applicant may be hired.

### **Internal Advertising**

Departments that want to advertise a vacant position to only employees of their department must submit an [Internal Advertising Approval Request](#) form to OPM for approval prior to posting the vacancy. The department must demonstrate to OPM that only internal applicants possess the requisite knowledge, skills, and abilities to perform the job.

### **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.