

	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> 5/11/2023	<b>POLICY NO.:</b> ADM.03.19
	<b>DEPARTMENT ADMINISTRATION  POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> NEW	
	<b>SUBJECT:</b> COMPETITIVE RECRUITMENT		Page 1 of 8

## 1.0 PURPOSE

To ensure that civil service positions in the Department of Public Safety (PSD) are filled with the best qualified persons from within PSD, the Executive Branch, and the public, in accordance with federal and state laws and employment practices, civil service laws, rules and regulations, applicable collective bargaining agreements and memorandums.

## 2.0 SCOPE

This policy shall apply to all current and prospective Department of Public Safety personnel. To the extent that any Department of Public Safety (PSD), Sheriff Division (SD), Narcotics Enforcement Division (NED) or Internal Affairs Office (IAO) policies or directives conflict with this statewide policy, ADM.03.19 shall take precedence. If any part of this policy is found to be in conflict with law or otherwise rendered invalid, the remainder of this policy shall be considered severable and remain in effect.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Hawaii Revised Statutes (HRS), §353C-1, Director of Public Safety, Powers and Duties.
- b. HRS, §76-22.5, Recruitment.
- c. HRS, §76-27, Probationary service and other requirements for membership in the civil service.
- d. Hawaii Administrative Rules (HAR), for Department of Public Safety, §23-1-5, Director's Authority.
- e. HAR, §14-3.05.1, Civil Service Appointment
- f. HAR, §14-3.05.4, Membership in the Civil Service

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- g. Department of Human Resources Development (DHRD), Policy 300.003, Competitive Recruitment for Civil Service Positions
- h. DHRD, Policy 601.001, Discrimination/Harassment-Free Workplace Policy
- i. DHRD, Policy 601.002, Reasonable Accommodations for Employees and Applicants With Disabilities

.2 Definitions

- a. Competitive Position: A civil service position filled from within the Department, the Executive Branch or the public following an examination and interview.
- b. Departmental Competitive Announcement: An announcement by the PMO providing an opportunity for PSD civil service employees to apply for a competitive position within the Department.
- c. Minimum qualification: The minimum experience, education, licensing and other special requirements essential for performance in a class of work or a position.
- d. Program: Division, branch, section or staff office.
- e. Promotion: The movement of a regular employee to a position at a higher classification and pay range.

.3 Form(s)

- a. PSD 1404, Personnel Transaction Request (PTR).
- b. PSD 1405, Applicant Selection Form.
- c. PSD 1406, Applicant Data Sheet.
- d. PSD 1414, Notice of Selection.
- e. Departmental Competitive Announcement (DCA).
- f. HRD 1 Position Action Form.

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#### **4.0 POLICY**

The Department shall strive to fill all civil service positions with the best-qualified persons available. All applicants shall be given equal opportunity for employment regardless of race, color, national origin, gender, religion, ancestry, age, marital status, sexual orientation, physical or mental impairment, or membership in a protected class, except when bona fide occupational qualifications exist.

#### **5.0 PROCEDURES**

##### **.1 The Personnel Management Office (PMO)**

The PMO shall be managed by the Departmental Human Resources Officer (DHRO)

- a. PSD shall anticipate recruitment needs and conduct competitive recruitment in accordance with federal and state laws; best employment practices, civil service laws, rules, and regulations; applicable collective bargaining agreements and memorandums.
- b. Competitive recruitment draws from applicants within the Department (intra-departmental), within the Executive Branch (inter-departmental) and the public (open-competitive) and may involve examinations administered by the Department of Human Resources Development (DHRD). Civil service employees (intra-departmental and inter-departmental) shall be considered before members of the public (open-competitive).
- c. Based on current or projected vacancies, the DHRO or their designee shall prepare an annual recruitment plan, the objectives of which shall be reviewed and updated as necessary at least every three (3) years. The overall goal of the recruitment plan shall be to strive to achieve and maintain a workforce of employees that is highly qualified and representative of the local community.
- d. The plan should list specific actions steps, such as:
  1. Specific recruitment goals and strategies to achieve them.
  2. Plan of action designed to achieve the recruitment goals and strategies identified.

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3. Utilization of personnel who are aware of the cultural diversity of the community.
4. Depictions of Department members who exhibit an outstanding professional image, keeping in mind the gender and ethnic diversity of the Department.
5. Conducting regional, statewide, and national recruitment to attract the most highly qualified candidates.
6. Establishing relationships with various community organizations that represent targeted recruitment candidates.
7. The Department's recruitment policy shall not conflict with any federal or state law, state policies, applicable collective bargaining agreements and/or memorandums.

.2 Responsibilities:

The following lists are guidelines and do not limit the individual's responsibilities.

- a. DHRO or their designee
  1. Maintains position vacancy listings on the PSD Intranet and coordinates with DHRD to post vacancy listings on the DHRD website;
  2. Sends PSD 1405 to the Division, Branch, or Section Administrator or Staff Officer;
  3. Receives and reviews PSD 1405 and approves selection for non-supervisory positions and/or positions with salary ranges SR-24 and below;
  4. Submits recommendation for approval to the Director for positions above salary range SR-24;
  5. Notifies the selected applicant of their selection;

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6. Coordinates with the selected applicant and the affected division, branch, section or staff office to arrange an effective release/start date of employment (two-weeks' notice is recommended);
  7. Prepares and posts PSD 1414 for at least 15 calendar days, in accordance with applicable collective bargaining agreements (CBAs).
- b. Supervisor
1. Submits PSD 1404 to the DHRO when a vacancy must be filled; and
  2. Receives list of eligible applicants from DHRD,
  3. Will forward the list to the program supervisor to contact the applicants, schedule and conduct the interviews, conduct personal reference checks and recommend the best qualified applicant(s) for hire.
- c. Program Office
1. Reviews hiring recommendation and sends through their chain-of-command; ensures all necessary documentation has been completed and that the same applicant is not recommended for more than one position in the program; and
  2. Signs appropriate forms and returns them to the PMO for processing.
- .3 Requesting Recruitment for a Vacant Competitive Position
- a. The program supervisor shall determine the need to fill a vacant position based on the needs of the division, branch, section or staff office.
  - b. If the program supervisor determines the vacant position should be filled, he/she shall submit PSD 1404. If the supervisor determines the vacant position should be reallocated, he/she shall also submit HRD 1 and the applicable updated position description.

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- c. The supervisor shall submit the appropriate forms to the program for review, approval and signature. He/she shall forward all appropriate forms to the DHRO upon vacancy.
- d. The DHRO shall review the request and determine whether it should be approved. If the DHRO determines the request has errors, or is otherwise improper or incomplete, he/she shall contact the program supervisor to make the necessary changes.

.4 Announcing Recruitment for a Vacant Competitive Position

The DHRO or their designee shall notify DHRD to publish notice of the vacancy.

.5 Applying for a Vacant Competitive Position

- a. Applicant may apply via the DHRD website.
- b. PMO has sole discretion whether to accept late applications.

.6 Eligible Applicants

- a. The DHRO or their designee shall send PSD 1406 and other application materials to each eligible applicant. The applicable program shall contact and schedule interviews with the eligible applicants.
- b. After receiving the list of eligible applicants from the PMO, the program supervisor shall contact and schedule an interview with each eligible applicant. Interviews shall not exceed 8 hours, unless approved by the DHRO, and may consist of a panel interview, provided panel members are of the same or higher classification level than the vacant position.

After the supervisor interviews eligible candidates and determines that an applicant is not to be considered for the vacant position, or the applicant chooses to defer the interview, the supervisor may request that the DHRO ask DHRD to re-issue the posting and shall document on PSD 1405 the reasons why the eligible applicant shall not be given further consideration. If DHRD reviews and accepts the supervisor's reasons, the eligible applicant(s) shall not be considered for the vacant position in the subsequent posting.

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- c. The program supervisor shall utilize the Department's Guidelines for Job-Related Selection Criteria to evaluate each eligible applicant which includes, but is not limited to:
  - 1. Past experience, education, and training;
  - 2. Supervisory comments and recommendations;
  - 3. Job performance and special achievements; and
  - 4. The potential or capacity of the applicant to perform the duties of the new position.
- d. The supervisor shall conduct the reference checks for each applicant.
- e. The program supervisor shall determine the best qualified applicant, recommend an applicant for selection, and explain his/her reasons for the recommendation on PSD 1405. The supervisor shall forward PSD 1405 to the appropriate division, branch, or section administrator, or staff officer, for approval.
 

Following approval, the DHRO shall approve selection for non-supervisory positions and/or positions with salary ranges below SR-24 and submit recommendation for approval to the Director for positions above salary range SR-24.
- f. Contact DHRD for initial clearance, if applicable.
- g. The DHRO or their designee shall submit the Report of Action reporting the status of each applicant.

**.7 Notifying the Selected Applicant**

- a. Following approval, the DHRO or their designee shall notify the selected applicant informing him/her of their selection by making a conditional job offer.
- b. The DHRO or their designee shall publish PSD 1414 for at least 15 calendar days on the PSD Intranet, or in accordance with collective bargaining agreements.

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.8 Notification of Ineligibility

- a. Candidates not selected for positions are informed in writing; and
- b. Notification should be made within 30 days of such a decision.

.9 Notification to DHRD

The DHRO or their designee shall notify DHRD of the action taken on each applicant via the Report of Action.


APPROVAL RECOMMENDED:


05/11/2023  


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Deputy Director for Administration Date

APPROVAL RECOMMENDED:


05/11/2023  


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Deputy Director for Corrections Date


APPROVAL RECOMMENDED:


05/11/2023  


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Deputy Director for Law Enforcement Date

APPROVED:


05/11/2023  


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DIRECTOR Date

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