



## Frequently Asked Questions

### Applicants

Q: What happened to the classified service?

A: The classified service and unclassified service are now called state employees, and are governed by the Civil Service Rules.

Q: If I currently work for a state agency, should I apply internally or externally?

A: As a current state employee, you will apply internally for a position. If a vacant position is not listed under the internal employee section, you may apply to the external posting if there is one.

Q: If I previously had reinstatement rights, do I still have reinstatement rights?

A: There are no longer any reinstatement rights. If you are not a current state employee, you may apply for external job listings only.

Q: I am currently employed by a state agency, but I have never been a classified state employee. Can I apply internally now?

A: Yes, you may apply internally if you are currently a state employee.

Q: Since there are no more questionnaires, how am I being ranked with all the other applicants who apply for jobs?

A: There is no longer a requirement that applicants are ranked. Agencies may hire anyone who has applied for that position.

Q: Is the Optional Hiring Program for Applicants with Disabilities program still active?

A: No. State agencies may now hire any person who has applied for a vacant position. No tests or questionnaire are administered unless the agency specifically requests one.

Q: Why do my new applications not have scores?

A: The requirement to have applicants ranked by score no longer exists. Scored questionnaires and tests will no longer be required unless the hiring agency specifically requests OMES Human Capital Management to administer one or the other.

Q: Why are some of the minimum qualifications different on the same type of jobs?

A: Agencies are now allowed to minimally change job descriptions based on the position they are hiring for, so two positions with the same job title might have different minimum qualifications.

## **Veterans**

Q: What happened to Veterans Preference and the associated points?

A: House Bill 1146 created the Civil Service and Human Capital Modernization Act which abolished the categories of classified and unclassified service. With the removal of the classified service, Veterans Preference and points no longer apply to the hiring of state employees.

Q: What is the Office of Veterans Placement?

A: The Office of Veterans Placement was established by HB 1146 to provide employment counseling services to qualified veterans applying for state jobs.

Q: What is the definition of a “veteran” for Veterans Placement eligibility?

A: The term veteran means a person who has been honorably discharged from the Armed Forces of the United States.

Q: What documents must be shown to the Office of Veterans Placement?

A: DD Form 214 and 215 if applicable.

Q: What happens if the documents are not supplied?

A: You will not be eligible to use the Office of Veterans Placement services, and therefore will not be guaranteed an interview for qualifying jobs. You may still apply for jobs and hiring agencies may choose to interview you if they wish.

Q: What Character of Discharge must be on the DD Form 214 to qualify for Veterans Placement?

A: A veteran must have been separated or discharged from military service honorably or under honorable conditions.

Q: What if a veteran has multiple DD Forms 214 and one of them is less than honorable?

A: To be eligible for Veterans Placement, an applicant must have one eligible period of active duty in which they received an honorable discharge. Therefore, the applicant will be entitled to Veterans Placement and the other DD Forms 214 will be irrelevant.

Q: What is a DD Form 215 and why is it important?

A: The DD Form 215 is a document attached to a veteran’s DD Form 214 which declares that some information contained on the DD Form 214 has been corrected, changed or added. This can include corrections to service dates and additions of medals. More importantly for our purposes, this can include upgrades to character of service. The change will supersede the previous one on the DD Form 214.

Q: Do you have to be an Oklahoma resident to qualify for Veterans Placement services?

A: No, you do not have to be an Oklahoma resident to qualify for Veterans Placement services.

Q: How often can an applicant use Veterans Placement services?

A: Eligible applicants may use Veterans Placement services as many times as needed when applying for executive branch positions categorized as state employees within the State of Oklahoma.

Q: What veterans shall be granted an interview?

A: Veterans who utilize the Office of Veterans Placement shall be granted an interview for qualifying state service positions. A veteran will only be granted an interview for those jobs that the Office of Veterans Placement has determined that the veteran meets the minimum qualifications.

Q: Can a spouse use Veterans Placement services?

A: Spouses cannot use Veterans Placement if they are not an eligible veteran.

Q: Can special disabled veterans utilize the Office of Veterans Placement?

A: Yes, they may elect to use the Office of Veterans Placement instead of the special disabled veterans provisions listed under sections 401 through 404 of Title 72 of Oklahoma Statutes.

Q: How do Veterans Placement-eligible veterans file a complaint if they believe they have not been properly afforded services or an interview?

A: Call or email the Office of Veterans Placement and our staff will attempt to resolve any issues. The law does not provide for a formal appeal process.

## **State Employee Rights**

Q: What will happen to the classified and unclassified employee designations?

A: Effective Jan. 1, 2022, state employees are no longer classified or unclassified. All state employees, except for exempted employees, will have the right to utilize the Civil Service Complaint Process.

Q: Who are exempted employees?

A: Exempted employees are not governed by the Civil Service rules, and do not have the right to use the Civil Service Complaint Process. The law defines exempted employees as:

- (a) Persons employed by the Governor, Lieutenant Governor, Oklahoma House of Representatives, Oklahoma State Senate, Legislative Service Bureau, or the Legislative Office of Fiscal Transparency;
- (b) Elected officials;
- (c) Political appointees;
- (d) District attorneys, assistant district attorneys or other employees of the district attorney's office;
- (e) The state judiciary or persons employed by the state judiciary; or
- (f) Not more than five percent (5%) of an agency's employees designated as executive management as determined by the agency director.

Q: What will happen to the Oklahoma Merit Protection Commission (MPC)?

A: The Oklahoma Merit Protection Commission (MPC) will continue to receive appeals through Dec. 31, 2021. Effective Jan. 1, 2022, MPC will not have the authority to receive new appeals or complaints. MPC will continue their processes to close active appeals until Dec. 31, 2022.

Q: When can an employee file a complaint with the Civil Service Division (CSD) of Human Capital Management?

A: Effective Jan. 1, 2022, complaints may be filed with CSD within five business days of the date of termination, suspension without pay, involuntary demotion, written reprimand or alleged punitive transfer.

Q: Can employees file a complaint with CSD for anything other than terminations, suspension without pay, involuntary demotions, written reprimands or alleged punitive transfers?

A: No, but agencies may elect to have an internal process for complaints regarding other issues.

Q: What is the State Employee Dispute Resolution Program?

A: The SEDRP provides mediation services allowing the parties of a conflict, with the help of a certified mediator, to explore different possible resolutions and work toward an agreement.

Q: What are the advantages of mediation?

A: It is less formal and intimidating than traditional hearings. It takes less time and money than formal hearings. A neutral expert helps resolve the conflict. All parties are directly involved. Mediation offers more opportunities to preserve effective working relationships than formal hearings.

Q: Will CSD's State Employee Dispute Resolution Program provide conflict resolution for state employees and agencies?

A: CSD will arrange mediations for cases that are connected to disciplinary complaints that have been accepted and processed through the Civil Service Division.

Q: Who is responsible for establishing progressive discipline standards?

A: CSD shall establish and maintain standards of progressive discipline that shall be followed by all appointing authorities unless the appointing authority has received an exemption from CSD.

Q: Who maintains discipline records?

A: Agencies maintain documentation of formal disciplinary actions in the employee's personnel record. An agency must give a copy of any formal disciplinary document to the employee when the agency files the document in the employee's personnel record. The employee may review disciplinary documents in his or her personnel record. CSD shall have a right of access to disciplinary documents in the agency personnel file.

## **Recruiting and Hiring**

Q: Can we hire anyone on the e-list now?

A: Yes, but all veterans on your list with a score of 1000 have been certified through the Office of Veterans Placement and you are required to interview them.

Q: Are we able to open multiple levels on one requisition now?

A: Yes. If you choose for HCM Applicant Services to review your applications, we will note at the top of the application which levels the applicant has qualified.

Q: What are the changes to the Carl Albert Public Internship Program?

A: It is called the State Internship Program and there is only one type. There will not be a senior, undergraduate or graduate distinction under this program.

Q: On Jan. 1, 2022, do we follow the new rules or old rules on active e-lists?

A: Follow the new Civil Service rules on any hiring actions taken on Jan. 1, 2022, or later regardless of when the job was posted or when the e-list was issued.

Q: Do we need to code the e-lists anymore?

A: Yes. You need to code the hires and any veterans who were authorized by the Office of Veterans Placement to receive an interview. You must show that the eligible veterans are receiving interviews. These are the only actions that will need to be coded.

Q: Do the e-lists still have expiration dates?

A: No. Even e-lists issued in 2021 will not expire after Jan. 1, 2022. Any e-lists expiring in 2021 will stay expired unless an extension is requested. If the extension goes into 2022, then the e-list will not expire.

Q: If a job posting closes in 2021, can we still request the e-list in January 2022?

A: Yes, and you will work the e-list under the new Civil Service rules.

Q: If HCM is reviewing the applications for us, can we also get a Not Qualified list?

A: Yes. This can be provided upon request.

Q: Do we have to post the jobs through HCM?

A: All jobs covered by the Civil Service rules are required to have vacancy postings with OMES Human Capital Management unless an exception has been requested by an agency and granted by OMES HCM.

Q: Can agency HR staff review our own agency's applications in JobAps?

A: Yes. OMES HCM will need to change your security settings prior to opening jobs for you to access that data. Submit your request to your Applicant Services liaison.

Q: Can we still request to use the supplemental questionnaire on a job we want to open?

A: Yes. If you would like to use a supplemental questionnaire previously assigned to a specific job code, Applicant Services can attach it for you. Please indicate in the requisition that you would like the questionnaire attached.

Q: Are there still job categories?

A: Yes. The structure and codes of what were previously the classified jobs will become the master job catalog for state employees. Previously unclassified jobs will be moved into the existing structure where a corresponding job title exists, and where needed, new codes will be created in the structure. It would be beneficial for agencies to begin considering whether their previously unclassified jobs have similar matches in the existing structure.

Q: I am opening a job that was previously classified, but I want to make some changes to the job description. Do I need to consult someone at OMES HCM before I do that?

A: If minor changes are being made to the description, those changes are allowed. If major changes (over 50%) are being made to a job description, please consult your HCM Classification and Compensation liaison, as it is possible a different job category may be a better fit.

Q: Do I still need to request an allocation from OMES HCM if I need to change a position?

A: There will be a process to allow for some review by OMES HCM to ensure the master catalog is being utilized appropriately. Decisions regarding allocations requiring cabinet secretary approval are still to be determined, pending the release of a new executive order from the governor or equivalent action.