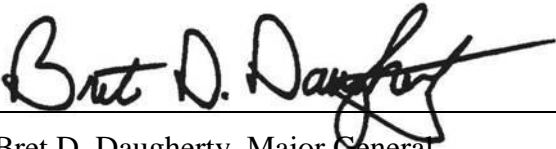




## Department Procedure No. HR-237-05

<b>Title:</b>	Certification Procedure for Non-Represented Employees
<b>Former Number:</b>	03-208-05
<b>Authorizing Source:</b>	<a href="#">WAC 357-16</a> , Recruitment, Assessment, and Certification <a href="#">WAC 357-19</a> , Appointment and Re-employment
<b>Information Contact:</b>	Human Resources Director Building #33 (253) 512-7942
<b>Effective Date:</b>	July 1, 2005
<b>Mandatory Review Date:</b>	November 22, 2023
<b>Revised:</b>	November 22, 2019
<b>Approved By:</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

### Purpose

To define the Washington Military Department's (WMD) Certification Procedure for Non-Represented Employees as required in [Washington Administrative Code \(WAC\) 357-16-120](#).

### Scope

This procedure is applicable to all non-represented state employees within the WMD. Certification guidelines for represented employees are covered in their respective collective bargaining agreements. This procedure does not apply to guardsmen on state active duty or to federal personnel, to include Active Guard Reserve (AGR), members, traditional guardsmen in a federal status, or military technicians.

### Definitions

Certification - The act of referring eligible candidates to the employing official for further consideration.

Competencies - Those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function.

## **Procedures**

- A. The interest of the WMD and our customers is promoted when we hire the best talent available. The employees of the WMD represent a key source of highly capable applicants. Our needs as an employer are best served by not establishing a limit on the number of names certified to vacancies. Therefore, the WMD will consider all candidates who meet the competencies and other requirements of the position.
- a) Number of Names Certified.
    - i. Division Directors, in consultation with the Human Resources Office (HRO), will determine the number of names to be certified for each vacancy on a case-by-case basis.
    - ii. The number of names certified will be based on occupational category, job market, competencies, organizational need, and other job-related requirements as determined at the time of recruitment.
- B. Applicant Screening. The processes for determining the applicants certified are based on the size of the applicant pool, job-related competencies/requirements and organizational needs. This may include but is not limited to:
- a) A review of applications or resume reviews;
  - b) Pass/fail skill test;
  - c) Supplemental questionnaires; and/or
  - d) Identification of job-related competencies to narrow the field of job seekers that will be considered for inclusion within the certified pool.
- C. Supplemental Certification. In accordance with [WAC 357-16-140](#), the WMD may use supplemental certification to increase diversity of the applicant pool for Persons of Disability, Vietnam Veterans, Disabled Veterans, and persons over 40 years of age. Supplemental certifications are permitted only when the following occur:
- a) There is an incomplete certification. This is when the number of eligible candidates being certified is fewer than the total number of candidates eligible for certification;
  - b) The WMD's approved affirmative action plan shows that a goal exists in the job category for the particular affected group; and

- c) There are no individuals on the internal layoff list or statewide layoff list for the class who satisfy the competencies and other position requirements for the position.
- D. Veterans Preference. Veterans Preference will be granted in accordance with [WAC 357-16-110](#).
- E. Transition Pool Candidates (TPC). The WMD must certify TPC names along with the other names in the candidate pool provided:
  - a) There are no internal layoffs.
  - b) TPC satisfies the competencies and other requirements of the position.
- F. WMD approved training programs. Employees who have completed WMD approved training programs may be certified along with other names in the candidate pool provided they meet the competencies and other position requirements.
- G. Reemployment. The WMD may reemploy former permanent state employees who have left state service without certification provided:
  - a) There are no eligible candidates on either the internal or statewide layoff lists.
  - b) They satisfy the competencies and other requirements of the position to which the employee is being reemployed, per [WAC 357-19-455](#).
  - c) Prior to reemployment to the WMD, the former permanent employee must submit an application for reemployment and other documents required by the WMD at the time of application.
- H. Internal Disability Separated Applicants. Former WMD permanent employees who were disability separated will be treated as internal promotional candidates for internal certification purposes, provided:
  - a) They are eligible for reemployment in accordance with [WAC 357-19-465](#).
  - b) They satisfy the competencies and other requirements of the position.
  - c) The appointment is within two years from the date of disability separation in accordance with [WAC 357-19-465](#) and [357-19-470](#).
- I. Certification Process.

- a) In consultation with HRO, the hiring authority identifies the specific competencies and other requirements needed for the position.
  - b) In accordance with [WAC 357-16-075](#), job related screening methods may be used to limit the number of eligible applicants to be considered further or admitted to an examination. The screening can occur prior to or after a certification.
  - c) HRO will certify the names of applicants. All applicants on the certification regardless of status shall meet the competencies and other requirements of the position being filled in accordance with [WAC 357-19-015](#).
- J. Order of names certified. The order of names depends on whether or not there is internal layoff, statewide layoff or TPC list that satisfies the competencies and other requirements of the position.
- a) Certification with Qualified Internal Layoff or Statewide Layoff Candidates.
    - i. Internal Layoff/Internal Promotional Candidates. If there are qualified candidates on the internal layoff list, the certification will contain the names of all eligible candidates on the internal layoff list and promotional candidates.
    - ii. Statewide Layoff / Internal Promotional Candidates. If there are no qualified candidates on the internal layoff list and there are qualified candidates on the statewide layoff list, the certification will contain the names of all eligible candidates on the statewide layoff and promotional candidates.
      - 1) If there are less than 10 eligible candidates available on the Statewide Layoff/Internal Promotional lists, the names of the eligible candidates may also be certified.
      - 2) If the WMD certifies other eligible candidates, all TPC who satisfy the competencies and additional position requirements must be certified.
- K. Certification without Qualified Internal Layoff or Statewide Layoff Candidates.
- a) If there are no qualified candidates on the internal or statewide layoff list, the WMD may certify other available eligible candidates. All TPC who satisfy the competencies and additional position requirements must be certified.