

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 4 Employment

Policy: Hiring and Promotions	Effective date	Revised
Number: 4.01	December 20, 2002	April 11, 2007

The Department of Natural Resources strives to hire the best-qualified staff as efficiently as possible within Missouri’s laws and regulations.

The department will include diversity considerations in hiring processes and all hiring decisions and seek to increase minority representation in job classifications that have been identified as underutilized in the DNR Affirmative Action Plan.

Discrimination against any person because of political or religious opinion or affiliation, race, age, color, national origin, ancestry, sex or disability is prohibited.

REFERENCES

- 1 CSR 20-1 Personnel Advisory Board and Division of Personnel Organization and Operation
- 1 CSR 20-2 Classification and Pay Plans
- 1 CSR 20-3 Personnel Selection, Appointment, Evaluation and Separation

SP-10 State of Missouri Background Checks Policy

DNR Affirmative Action Plan

Related DNR policies

- Conduct and Ethics 1.01
- Employee Records 1.03
- Division of State Parks Background Investigation Manual and other materials

Related DNR materials

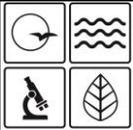
- Security Request Procedures for SAM II Financial and SAM II HR
<http://n-nr1ntra.ads.state.mo.us/das/sam-ii-information/default.htm>

DEFINITIONS

Appointment: Hiring an employee.

Appointing authority: A person with the authority to approve hiring staff and to approve or deny other personnel related transactions. In the department the appointing authority to direct personnel action is the Human Resources Program Director.

Candidate: A person applying for a job with the department.



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Criminal record check: A search into the documentation of a person’s convictions for offenses against local, state and federal law. For the Department of Natural Resources, the minimum criminal record check is from the Missouri Highway Patrol.

Emergency appointment: An appointment to a position without prior approval of the director of the Office of Administration’s Division of Personnel when an emergency makes it necessary to fill a position immediately in order to prevent stoppage of public business or loss, hazard or serious inconvenience to the public, and it is impracticable to fill the position under any other provisions of the law.

Limited temporary appointment: A temporary job limited to less than 90 days of work filled in the same manner as an emergency appointment.

Position: an individual job within the department

Reference check: A search into or documentation of a potential employee’s history. A reference check may include, but is not limited to: confirmation of identity, work references, validation of driver’s license, other license validation, assurance of professional certification or degree required for the position, state income tax compliance.

Register: A list of eligible candidates maintained by the Office of Administration’s Division of Personnel, determined to be qualified for a classification.

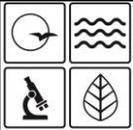
Underutilized: Having fewer employees in job classifications in certain categories than reasonably would be expected by the makeup of the general population of Missouri. For example, a class could be underutilized in females, minorities or people with disabilities.

GENERAL PROVISIONS

A truthful application and information is expected of those interested in employment with the Department of Natural Resources, either as new employees or for employment in a different position. If a potential candidate lies in either the application materials or interview, that candidate may no longer be considered for employment for that position. If a current employee lies in either the application materials or interview, discipline or dismissal may occur dependent on the severity of the situation.

Hiring authority

To achieve the department’s objective of a timely and effective hiring process, approval of hiring recommendations for trainee, I, II and III levels (this does not include broadband managers I, II, and III); transfers within the department; emergency and temporary appointments; hourly and intermittent positions is delegated to the division director or designee.



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All other hiring will be through the appropriate chain of command to the appointing authority. This includes career progression promotion and demotion.

Affirmative Action Plan

All staff with approval authority for hiring will review the Affirmative Action plan and implement its recommendations in the hiring process.

Reemployment rather than transferring from outside the department

The department does not utilize the option to transfer staff from other departments for filling a vacancy (interagency transfer). However, the department will reemploy staff from other agencies.

Reemployment means employees from other agencies resign from that agency and are then reemployed by the department. If selected, these employees will be reemployed by DNR in a probationary status consistent with the job classification.

Hiring processes

There are three basic processes used to fill vacancies within the department: competitive, non-competitive and unclassified appointments. The Hiring and Promotion procedures address competitive and non-competitive appointments. Contact the Human Resources Program for assistance with making an unclassified appointment.

Reference and criminal record checks

To ensure the integrity of state government, the Department of Natural Resources will conduct reference and criminal record checks for all prospective or current employees under final consideration for a job in any position. All checks shall be applied and administered uniformly, fairly and without prejudice.

A reference or criminal record check must be an objective, fact-finding process of the candidate's past conduct and behavior. Checks are performed to provide sufficient information to judge the significance of the candidate's past conduct in relation to the requirements of the position.

All candidates for employment with the department, for full and part time positions, must sign the authorization form sent with the availability letter for a criminal record check. If an availability letter is not sent, the hiring program is responsible for obtaining a signed authorization form. If the candidate refuses to complete the authorization form, he/she is not to be considered further for employment for that position. The actual criminal record checks are only conducted on candidates under final consideration for a job.

A credit report may be requested for final candidates under consideration for sensitive, financial positions. For these circumstances, the applicant will be asked to provide a current credit report. The department will not retain any credit reports. The report will either be returned to the candidate or destroyed.



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For assistance with any portion of the Hiring and Promotions policy, contact the Human Resources Program.