

State Jobs 2.0

Business Practice Manual



Revision date: August 21, 2014

minimum qualifications and/or is not interested in the position, the recruiter may then refer a complete hiring list to the hiring manager.

If the max salary of the salary range of the vacant position is higher than maximum salary of the last career service position held by the RIF, the RIF is not eligible to exercise his/her RIF rights. In this case, the RIF should be evaluated just as any other applicant.

Effective March 2, 2009

The reappointment register was eliminated, UCA 67-19-18. Instead, career service (schedule B) employees separated due to a reduction in force AND qualified career service exempt (schedule A) employees shall receive preferential consideration when applying for career service positions.

Recruiters must give preferential consideration to eligible RIF'd individuals by adding preference points to their application score. The number of preference points given shall be 5 points. If the RIF'd individual's application meets the criteria, then the application will be considered with all other qualified applicants. If the RIF'd individual's application score is within the range selected for interviews, the recruiter must include their application along with other qualified applicants to be contacted for an interview.

Refer to the WFAP/RIF Business Practices found on the Employee Gateway, DHRM tab for more details about RIF preferential consideration (preference points).

Reviewing Veterans

If an applicant claiming veteran's preference or disabled veteran's preference is included on any hiring list, the recruiter must verify that the applicant has uploaded a copy of their honorable discharge (such as a DD-214) or other official documentation showing the dates and character of service.

Applicants are entitled to preference when any of the following conditions are met:

- Any individual who has served on active duty in the armed forces for more than 180 consecutive days, except active duty for training purposes such as initial basic and advanced individual training or active duty to attend a military course, and who was separated under honorable conditions.
- A member or former member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who was separated from active service under honorable conditions.
- A veteran with a disability, regardless of the percentage of disability.
- The spouse or unmarried widow or widower of a veteran.
- A Purple Heart recipient.
- A retired member of the armed forces who retired below the pay grade of O-4.

Following are key elements to be reviewed on form DD214 to determine eligibility for veteran's preference points:

- "Character of Service" should be marked "Honorable" or "General."
- "Net Active Service this Period" should be at least 6 months. When dealing with periods of less than one year, view the "Remarks" section to see if the call to active duty was for training purposes only or to support a military operation, such as "Iraqi Freedom."
- Active duty for training regardless of the length of service is not eligible for veteran's preference points.
- Active duty in support of a military operation always entitles the veteran to veteran's preference regardless of the length of service.

See example DD214 on next page. If an applicant is applying for veterans' preference based on the service of their spouse, the applicant must also upload a copy of the marriage certificate establishing this relationship. If you have questions about a veteran's point entitlement, contact the DHRM veteran's employment coordinator.

If the applicant claiming veteran's preference has failed to provide the necessary documentation (such as the DD-214, VA disability letter, or marriage certificate), the recruiter should remove the preference points from the application.

If exams are administered to all qualified applicants to determine who will proceed to an interview, qualified veterans must be given preference. Five points must be added to the total score of any veteran, spouse or un-remarried surviving spouse of any veteran. Ten points must be added to the total score of any Purple Heart Recipient, disabled veteran, or spouse or un-remarried surviving spouse of a disabled veteran.

Veterans must receive preference at either the application score or the exam score, but are not entitled to preference at both stages. Veteran's preference is only given once, and recruiters should take care to ensure that veterans preference is applied consistently throughout the requisition (for example, if one veteran receives preference in the application score in a requisition, then all veterans should receive preference at the application score rather than the exam score).

Veterans will not displace other applicants. They will be in addition to all other applicants. Once a veteran has been hired into the State's merit system, preference need not be given to the veteran if he/she applies for an internal or statewide career service position.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
1. NAME (Last, First, Middle) MILLARD, GEOFFREY ERIN		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/ARNGUS		3. SOCIAL SECURITY NUMBER J	
4a. GRADE, RATE OR RANK SGT		b. PAY GRADE E05	5. DATE OF BIRTH (YYYYMMDD) 19801218	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20060513	
7a. PLACE OF ENTRY INTO ACTIVE DUTY TROY, NEW YORK		b. HOME OF RECORD A TIME OF ENTRY (City and state, or complete address if known) 69 RANSOM LOCKPORT NEW YORK 14094-0000			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 42 IN CTR REAR CP OP CELL PC		b. STATION WHERE SEPARATED FORT DRUM, NY 13602			
9. COMMAND TO WHICH TRANSFERRED 42 INF DIV DET (WZG3AA-301) 137 GLENMORE RD TROY NY 12180			10. SGLI COVERAGE		NONE
			AMOUNT: \$ 400,000.00		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 12B20 COMBAT ENGINEER - 1 YRS 5 MOS//NOTHING FOLLOWS		12. RECORD OF SERVICE		YEAR(S) MONTH(S) DAY(S)	
		a. DATE ENTERED AD THIS PERIOD		2004 06 06	
		b. SEPARATION DATE THIS PERIOD		2005 11 14	
		c. NET ACTIVE SERVICE THIS PERIOD		0001 05 08	
		d. TOTAL PRIOR ACTIVE SERVICE		0000 03 27	
		e. TOTAL PRIOR INACTIVE SERVICE		0000 00 00	
		f. FOREIGN SERVICE		0000 00 00	
		g. SEA SERVICE		0000 00 00	
		h. EFFECTIVE DATE OF PAY GRADE		2004 01 02	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) MERITORIOUS SERVICE MEDAL (3RD AWARD)//ARMY COMMENDATION MEDAL//ARMY ACHIEVEMENT MEDAL (3RD AWARD)//ARMY GOOD CONDUCT MEDAL//ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL (3RD AWARD)//NATIONAL DEFENSE SERVICE MEDAL//ARMED FORCES RESERVE MEDAL (2ND AWARD)//ARMY SERVICE RIBBON//ARMY//CONT IN BLOCK 18		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) HARRIS AN/PRC-150 COMMUNICATIONS SYSTEM, 1 WEEKS, OCT 2004//NOTHING FOLLOWS			
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM				YES	X NO
b. HIGH SCHOOL GRADUATE OR EQUIVALENT				X YES	NO
16. DAYS ACCRUED LEAVE PAID 0		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES	NO
					X
18. REMARKS ITEM 12D ABOVE DOES NOT ACCOUNT FOR ANNUAL AND/OR WEEKEND TRAINING THIS SOLDIER MAY HAVE ACCOMPLISHED PRIOR TO DATE ENTERED IN ITEM 12A//INDIVIDUAL COMPLETED PERIOD FOR WHICH ORDERED TO ACTIVE DUTY FOR PURPOSE OF POST SERVICE BENEFITS AND ENTITLEMENTS//ORDERED TO ACTIVE DUTY IN SUPPORT OF OPERATION IRAQI FREEDOM IAW 10 USC 12302//SERVICE IN KUWAIT/IRAQ: 20011028-20051021 IMMINENT DANGER PIA AREA//CONT FROM BLOCK 13: RESERVE COMPONENT OVERSEAS TRAINING RIBBON//ARMED FORCES RESERVE MEDAL W/ M DEVICE//GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL//GLOBAL WAR ON TERRORISM SERVICE MEDAL//IRAQ CAMPAIGN MEDAL//NOTHING FOLLOWS					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)				b. NEAREST RELATIVE (Name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY 6 BE SENT TO		NY		DIRECTOR OF VETERANS AFFAIRS	
				X YES NO	
21. SIGNATURE OF MEMBER BEING SEPARATED		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)			
		 PAUL F WILLIAMS, GS07, CHIEF OF TRANSITION			
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY		24. CHARACTER OF SERVICE (Include upgrades) HONORABLE		27. REENTRY CODE NA	
25. SEPARATION AUTHORITY AR 635-200, CHAP 4		26. SEPARATION CODE LBR			
28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE				30. MEMBER REQUESTS COPY 4 (Initials)	
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) NONE					

DD FORM 214-AUTOMATED, FEB 2000

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