

NEOGOV: INSIGHT & OHC TRAINING

DIVISION OF ADMINISTRATIVE
SERVICES



AGENDA

- Posting Terms
- Creating Job Postings
 - *Common Mistakes*
- Creating Requisitions
 - *Common Mistakes*
- Requesting Public Service Announcements
- True or False
- Accessing Registers
- Accessing Applications
- Coding Registers
- Contact Info
- Questions

POSTING TERMS

Insight: the part of NeoGov where job postings are created and maintained.

Job Posting/Job Bulletin: an electronic form created in Insight and is the first step in the hiring process.

OHC (Online Hiring Center): the part of NeoGov where requisitions are created and maintained.

Requisition: a form created in OHC which initiates the job posting approval process.

Internal Posting: job postings that are only available for application to current and former state employees.

PSA (Public Service Announcement): job postings that are available for application to the public.

Register: contains list of applicants referred by DOP.

4 Position Number vs. Posting Number

Posting number and position number are not the same.

- Position Number: the number assigned to a specific position. This number stays with that position for the life of the position. Example: 0608PR0952.
- Posting Number: an internal numbering system unique to your facility. It is a sequential system and starts over the beginning of each Fiscal Year.
 - Examples:

ERJL – RJV25ERJ01

GSJC – JSGS250001

MOCC – CMO2500001

Wood YRC – YRC25WD01

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Justification

- A Justification memo is required to get approval prior to creating a posting.
- The two positions that do not require justifications include:
 - Correctional Counselors
 - Correctional Officers

Promotional Posting

- A promotional posting will not be posted on the State's internal posting page.
- The posting will be printed to post and distribute within DCR. Only DCR employees can apply for promotional postings.
- It is not open to all State employees.



Positions vacant for more than 12 months

- A Special Form is required for this approval.
- Must be approved to post by the Cabinet Secretary.
- Rotate positions so they do not remain vacant past the one-year mark.



An internal posting runs for 10 days and a PSA runs for 15 days.



Posting is active six months from the CLOSING date. Names can be pulled from the posting for six months without creating a new posting.



Justifications are good for six months from the approval date; if the position is not filled and needs to be posted again after six months, a new justification is required.



Special forms are good for one year from the approval date; if the position is not filled and needs to be posted again after one year, a new special form is required.

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Correctional Officers: CO1 – CO3 positions are **always** posted together. For example, when creating a CO1 posting, include the language “Alternate posting to (posting #) CO2 and (posting #) CO3”, and then proceed to create a CO2 posting and a CO3 posting using the same language.

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Correctional Counselors: have the **option** of posting as a CC1 and a CC2. For example, when creating a CC1 posting, if you have decided to also create an alternate CC2 posting, include the language “Alternate posting to (posting #) CC2.”





CREATING JOB
POSTINGS IN INSIGHT



State of West Virginia
 Department of Homeland Security
 Division of Administrative Services
 1124 Smith Street
 Charleston, WV 25301
 (304) 558-2350



ROBERT CUNNINGHAM
 CABINET SECRETARY

TINA DESMOND
 DIRECTOR

To: Tina Desmond, Director *T-D &*

From: Mandy Parsons, Assistant Director - Purchasing *MP*

Date: January 9, 2025

RE: Justification to Post and Hire

Agency: Division of Administrative Services

Title: Procurement Specialist

Number of Positions Requested: One (1)

Position Number: 0623PR1161

Cabinet Level Approval to POST

If salary to be offered to potential employee is \$50,000 or over then that will be a separate approval by Governor's Office

Michael Cutlip 1/14/25

Justification

1. Why is the vacant position imperative to the operation of your Agency? (e.g., statutory or regulatory requirement, court order, service requirements, etc.)?

The purpose of the Procurement Specialist is to execute full-performance level purchasing of a variety of goods and services for various agencies under the Department of Homeland Security, as well as the Division of Administrative Services. Under general supervision, writes, reviews, publishes, evaluates and awards bids for goods and services within an assigned timeframe. Monitors and maintains awarded contract during the term of the contract. Assures customer agencies, customer facilities, and vendor are in compliance with terms and conditions of the contract. Implements and maintains contract tracking system. Under general supervision, implements and writes changes to contract for renewal, price adjustments, or changes to other terms and conditions. Assists with sourcing purchases for customer agencies and facilities through market research and determining method of procurement. Assists in determining the most cost effective and feasible types of goods and services to reduce/or maintain expenses. Coordinates delivery of goods and services with customer agencies and customer facilities. Prior to publishing, reviews requests for quotations written by customer agencies and facilities. Other duties as assigned.

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Click the “+” under your name at the top right of the page.

NEO GOV IN Insight

Q Search

AUTUMN GARDNER

My HR Jobs Applicants Tests

Career pages Library +

Insight Dashboard

Unreviewed Apps 0	Open Reqs 1082	Approved Reqs 48	In Req Pipeline 9	Open Jobs 65	Offers 20	Hires In Progress 55
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Job Postings [view all >](#) Reset Q

0 Active	2 Draft	52 Inactive
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Job #	Job Title	Hlts	Active/Total apps	Adv. To	App. Quantity	App. Diversity	Exam #	Actions
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You will now have this form on your screen.

New Posting

Draft Archived Accept Online Applications Show Closing Date/Time Continuous

Fields marked with an asterisk (*) are required

* Exam Plan:	<input checked="" type="radio"/> Create New <input type="radio"/> Select existing
Posting/Notes	<input type="text"/>
* Department:	<input type="text" value="Search"/> <input type="button" value="Q"/>
Division:	<input type="text" value="Search"/> <input type="button" value="Q"/>
* Class Spec:	<input type="text" value="Search"/> <input type="button" value="Q"/>
* Job Title:	<input type="text"/>
* Job Number:	<input type="text"/>
* Job Type:	<input type="text" value="== Select =="/> <input type="button" value="v"/>
* Job List:	<input type="text" value="Default Job Listing"/> <input type="button" value="v"/>
* Exam Type:	<input type="text" value="== Select =="/> <input type="button" value="v"/>

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Draft and Show Closing Date/Time should always be checked

New Posting

Draft Archived Accept Online Applications Show Closing Date/Time Continuous

Fields with an asterisk (*) are required

* Exam Plan: Create New Select existing

Posting/Notes:

* Department:

Division:

* Class Spec:

* Job Title:

Exam Plan should always be "Create New"

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Begin typing the facility name to auto populate the **Department**

The screenshot shows a web form with the following fields:

- Posting/Notes: An empty text input field.
- * Department: A dropdown menu showing "DHS - Division of Administrative Services (0623) x". A red arrow points from the callout box above to this field.
- Division: A search input field containing the text "Search".
- * Class Spec: A dropdown menu showing "Procurement Specialist (7202) x". A red arrow points from the callout box below to this field.
- * Job Title: A text input field containing the text "Procurement Specialist". A red arrow points from the callout box below to this field.

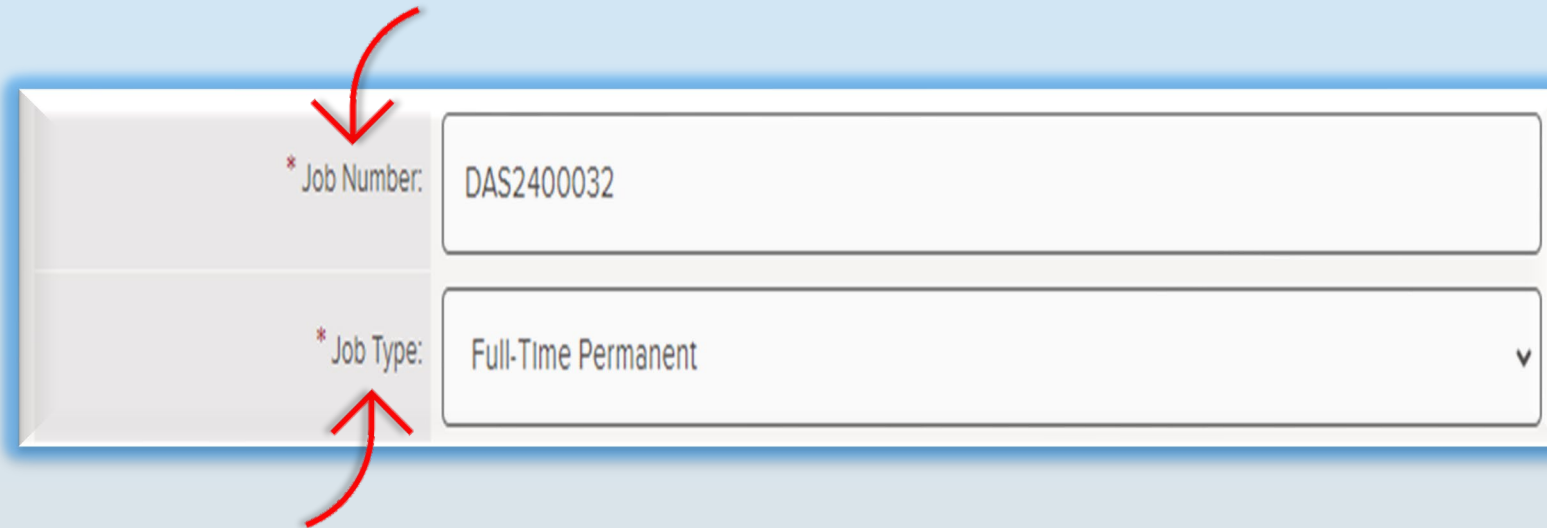
Begin typing the job title to auto populate the **Class Spec**

The **Job Title** will auto populate based on the **Class Spec**

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Job Number: same as posting number

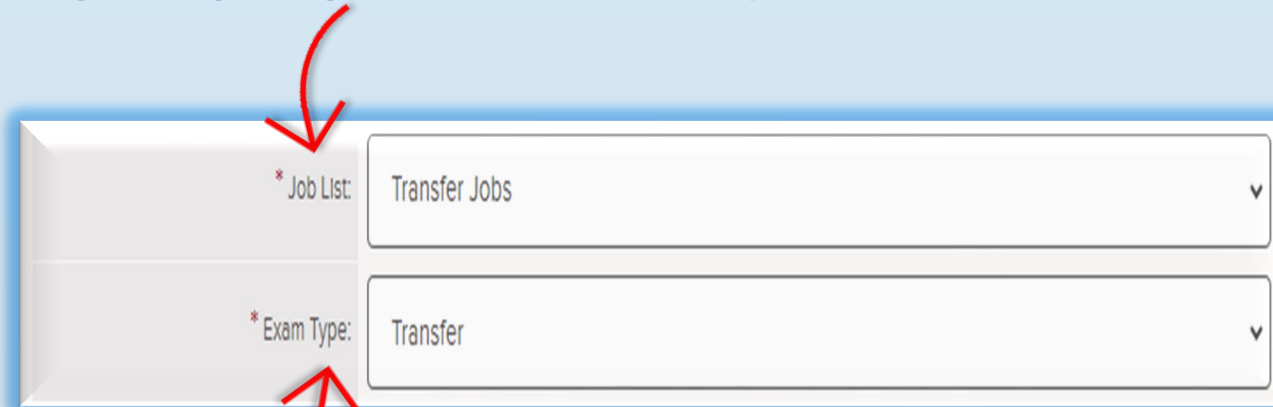
* Remember, **posting** numbers and **position** numbers are different



A screenshot of a web form with two input fields. The first field is labeled '* Job Number:' and contains the text 'DAS2400032'. The second field is labeled '* Job Type:' and contains the text 'Full-Time Permanent' with a small downward arrow on the right side. Two red arrows point to the labels '* Job Number:' and '* Job Type:'.

Job Type: select Full-Time Permanent

- 17 **Job List:** never select “Default”, most positions will be “Transfer”. If you are posting a position that you plan to hire from within DCR, then select “Promotional”. Must match **Exam Type**.

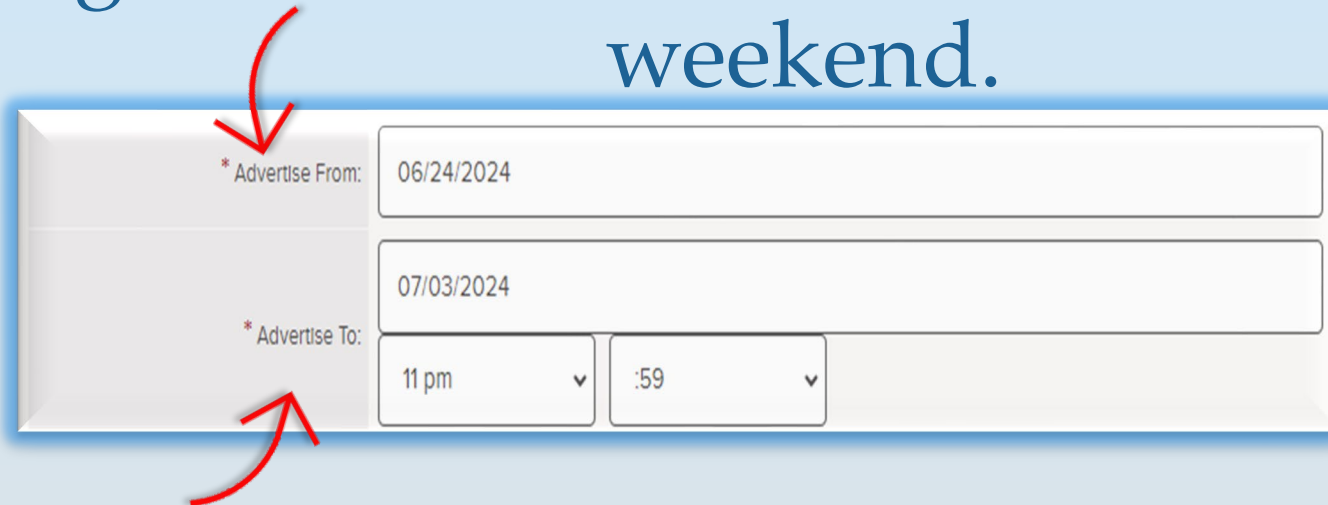


* Job List: Transfer Jobs

* Exam Type: Transfer

Exam Type: select the same option selected in Job List. Must match **Job List**.

- 18 **Advertise From:** scheduled a minimum 3 business days out to allow for approval processing.
*Postings should never be scheduled to open on a weekend.



The image shows a screenshot of a web form with two main sections. The top section is labeled '* Advertise From:' and contains a date input field with the value '06/24/2024'. A red arrow points from above to this field. The bottom section is labeled '* Advertise To:' and contains a date input field with the value '07/03/2024' and two time selection dropdown menus. The first dropdown is set to '11 pm' and the second is set to ':59'. A red arrow points from below to the time selection area.

Advertise To: 10 days from **Advertise From** date.
Count the **Advertise From** date as day one.
Leave the default time of 11:59 pm.

19 Enable Maximum Number of Applicants: do not check this box

Category: select “Corrections”, or another applicable category

The screenshot shows a web form for job posting. At the top, there is a checkbox labeled "Enable Maximum Number of Applicants:" which is unchecked. Below this, there are two columns of category options: "Unselected" and "Selected". The "Unselected" column lists: Accounting and Finance, Architecture, Building Maintenance, Child Support, Clerical & Data Entry, and Community Services. The "Selected" column lists: Administration. Below the categories, there is a search box for "Location On Job:" containing the text "ka". Below that, there is a dropdown menu for "Posting Display:" with "Kanawha County" selected. At the bottom, there is a field for "Physical Address:" with "Kanawha County" entered. Red arrows point from the text boxes to the "Enable Maximum Number of Applicants:" checkbox, the "Category:" label, and the "Posting Display:" dropdown.

Location on Job Posting Display: auto populates, select the county where your facility is located

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Physical Address: leave blank

Advertise Remote Employment:
leave blank

EEO/Census Data:
leave blank

Reapply Period Days:
always enter 10

The screenshot shows a web form with the following fields and annotations:

- Physical Address:** A text input field that is currently blank. A red arrow points to it from the text "Physical Address: leave blank".
- Add an additional address:** A link below the Physical Address field.
- Advertise Remote Employment:** A dropdown menu with the text "==" Select ==". A red arrow points to it from the text "Advertise Remote Employment: leave blank".
- EEO / Census Data Template:** A dropdown menu with an information icon (i) and a search icon (magnifying glass). A red arrow points to it from the text "EEO/Census Data: leave blank".
- * Application Template:** A dropdown menu with the text "Default" and a close button (x). A callout box with a blue border and white background contains the text "Application Template: leave as 'Default'", with a red arrow pointing to the dropdown.
- * Reapply Period (Days):** A text input field containing the number "10". A red arrow points to it from the text "Reapply Period Days: always enter 10".
- * Assigned To:** A dropdown menu with the text "GARDNER, AUTUMN" and a close button (x).

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Nature of Work

The job description is entered here, and it must be specific to the position.

Do not
Populate from
Class Spec

Populate From Class Spec

Under general supervision, these positions perform professional, full-performance level work procuring a variety of goods and services used in the operation of state agencies and institutions. These positions are responsible for interpretation and application of related policies and procedures and may be required to monitor inventory and/or fixed assets. Work includes reviewing requisition specifications, administering the competitive bid process, reviewing bids and awarding purchase orders to the appropriate responsible bidder. Perform related work as required.

* If a template has been provided by Lori Lynch or DAS you must use the template.

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Nature of Work

The screenshot shows a web-based form for entering job details. On the left, there is a sidebar with the label "Nature of Work:" and a button labeled "Populate From Class Spec". The main content area has a rich text editor toolbar at the top with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and table. Below the toolbar, the text "*Promotional to DCR Only*" is entered in the text area, with a red arrow pointing to it. The job description text below reads: "Under general supervision, these positions perform professional full performance level work procuring a variety of goods and services used in the operation of various public institutions. These positions are responsible for interpretation and application of policies and procedures and may be required to monitor inventory. Duties include reviewing requisition specifications, administering the procurement process, reviewing bids and awarding purchase orders to the appropriate vendor, and performing related work as required." Below the description, the following information is displayed: "Posting: DAS2400032", "Kanawha County", "1 Vacancy", and "Position: 0623PR0019". At the bottom right of the form, it says "Characters : 655".

If this is a promotional posting, add **"Promotional to DCR Only"** above job description.

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Nature of Work

The following information must always be included:

Posting Number

County/Counties

Number of Vacancies

Position Number

The screenshot shows a web form with a rich text editor on the left and a list of fields on the right. The rich text editor contains the following text: "Under general supervision, these positions perform professional, full-performance level work procuring a variety of goods and services used in the operation of state agencies and institutions. These positions are responsible for interpretation and application of related policies and procedures and may be required to monitor inventory and/or fixed assets. Work includes reviewing requisition specifications, administering the competitive bid process, reviewing bids and awarding purchase orders to the appropriate responsible bidder. Perform related work as required." Below the text editor is a button labeled "Populate From Class Spec". To the right of the text editor is a list of fields, each with a red checkmark: "Posting DAS2400032", "Kanawha County", "1 Vacancy", and "Position 0623PR0019". At the bottom right of the form, it says "Characters : 630".

Nature of Work:

Populate From Class Spec

Posting DAS2400032 ✓
Kanawha County ✓
1 Vacancy ✓
Position 0623PR0019 ✓

Characters : 630

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Nature of Work

Posting: CAC2400021

Positions: 0608P00102, 0608P00138

Vacancies: 2

Greenbrier County

Alternate to posting CAC2400022 CO2, and CAC2400023 CO3

Posting: JSGS240020

Positions: 0608PJ0719, 0608PJ0720, 0608PJ0721

Vacancies: 3

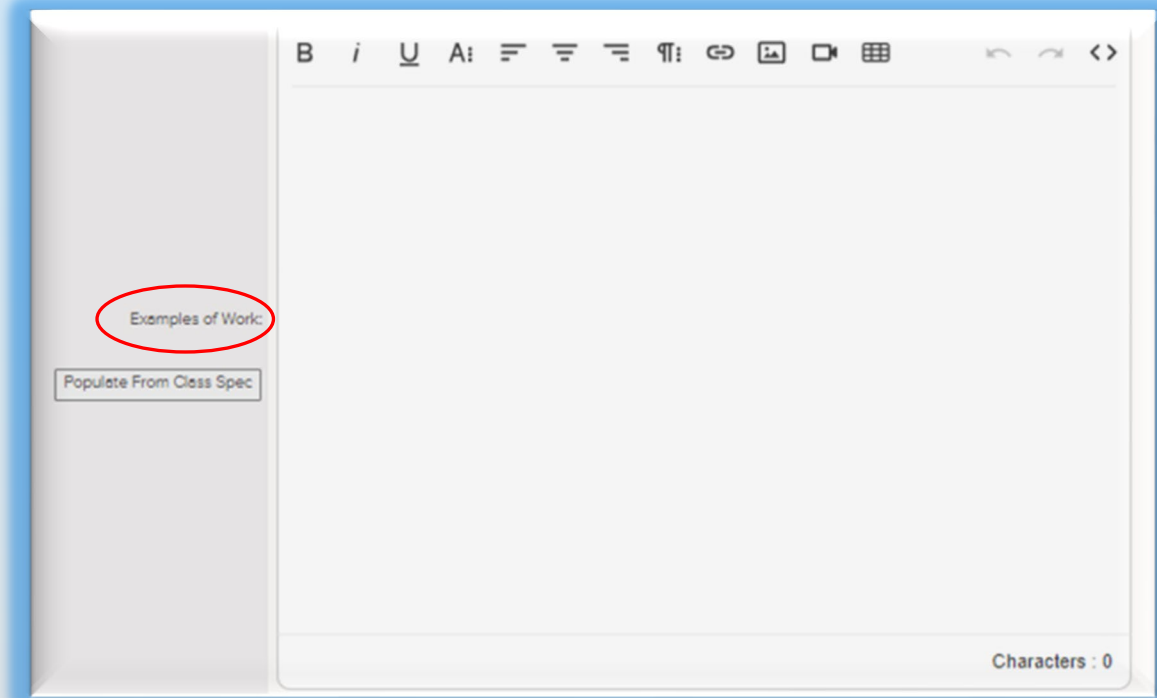
Fayette County

Alternate to posting JSGS240021 for CC 2.

When posting for the Correctional Officer Series or the Correctional Counselor Series you must include the **Alternate Posting language.**

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Examples of Work



Do not populate;
leave this field blank.

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Minimum Qualifications

Click the **Populate from Class Spec** button to auto-populate.

Do not edit, change, or add to the auto-populated information.

Minimum Qualifications:

Training: Bachelor's degree from a regionally accredited college or university.

OR

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training at the rate of one (1) year of experience for 30 credit hours of education.

AND

Experience: Two (2) years of full-time or equivalent part-time paid experience in a broad range of purchasing of commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.

OR

Substitution: A Master's degree from a regionally accredited college or university may substitute for the required experience at a rate of one (1) year of experience for 15 semester hours of education not to exceed two (2) years.

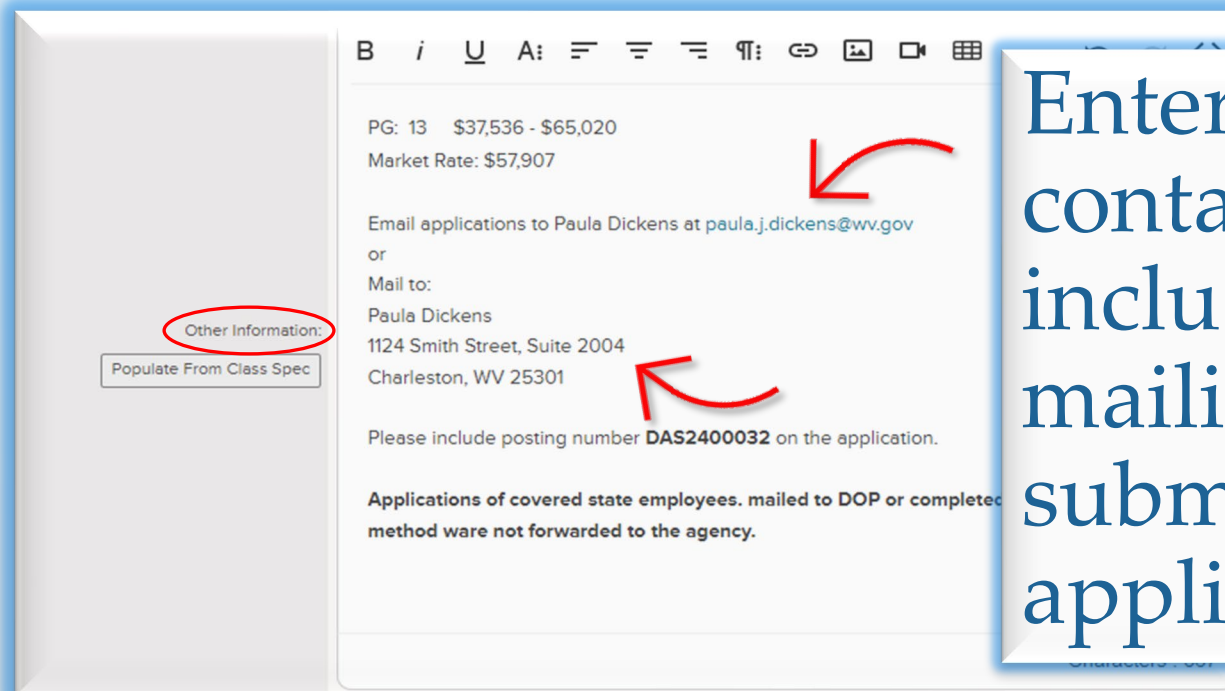
Promotional Only: One (1) year of full-time or equivalent part-time paid experience as a Procurement Associate or the equivalent.

Characters : 992

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Other Information

Click the **Populate from Class Spec** button to auto-populate.
(Do not edit or change the auto-populated information)



Enter the agency contact information, including email and mailing address for submission of applications.

Other Information

Add this sentence:
“Please include
posting number
(POSTING #) on the
application.”

B i U A: = = = ¶:

PG: 13 \$37,536 - \$65,020
Market Rate: \$57,907

Email applications to Paula Dickens at paula.j.dickens@doh.wv.gov
or
Mail to:
Paula Dickens
1124 Smith Street, Suite 2004
Charleston, WV 25301

Please include posting number **DAS2400032** on the application.

Applications of covered state employees. mailed to DOP or completed via DOP's online method were not forwarded to the agency.

Characters : 367

Make sure the
posting number is
BOLD.

Other Information

Add this sentence: **“Please note: Applications of covered state employees, mailed to DOP or completed via DOP’s online method, are not forwarded to the agency.”**

The screenshot shows a web form with a text area containing the following text: "Please include posting number **DAS2400032** on the application." Below this, the sentence "Applications of covered state employees, mailed to DOP or completed via DOP's online method ware not forwarded to the agency." is shown in bold. A red arrow points from the left callout box to this bolded sentence. Another red arrow points from the right callout box to the word "BOLD" in the callout text. The form also includes a header with "B i U A: = = = ¶:" and a footer with "Characters : 367".

Make sure the entire sentence is **BOLD.**

30 Location of Vacancy:

Select all the counties you listed under the Nature of Work

Nature of Work:

Populate From Class Spec

Under general supervision, these positions perform professional, full-performance level work procuring a variety of goods and services used in the operation of state agencies and institutions. These positions are responsible for interpretation and application of related policies and procedures and may be required to monitor inventory and/or fixed assets. Work includes reviewing requisition specifications, administering the competitive bid process, reviewing bids and awarding purchase orders to the appropriate responsible bidder. Perform related work as required.

Posting DAS2400032
Kanawha County
1 Vacancy
Position 0623PR0019

Characters : 630

- HANCOCK
- HARDY
- HARRISON
- JACKSON
- JEFFERSON
- KANAWHA
- LEWIS
- LINCOLN
- LOGAN
- MCDOWELL
- MARION
- MARSHALL
- MASON
- MERCER
- MINERAL
- MINGO
- MONONGALIA
- MONROE
- MORGAN
- NICHOLAS
- OHIO
- PENDLETON
- PLEASANTS
- POCAHONTAS

* LOCATION OF VACANCY

31 If your facility pulls applications from surrounding counties, list those counties in both the **Nature of Work** and **Location of Vacancy**

Nature of Work:

Populate From Class Spec

Under general supervision, these positions perform professional, full-performance level work procuring a variety of goods and services used in the operation of state agencies and institutions. These positions are responsible for interpretation and application of related policies and procedures and may be required to monitor inventory and/or fixed assets. Work includes reviewing requisition specifications, administering the competitive bid process, reviewing bids and awarding purchase orders to the appropriate responsible bidder. Perform related work as required.

Posting: DAS2400032
Counties: Fayette, Kanawha, Lincoln, Putnam
1 Vacancy
Position: 0623PR0019

Characters : 660

* LOCATION OF VACANCY

- KANAWHA
- LEWIS
- LINCOLN
- LOGAN
- MCDOWELL
- MARION
- MARSHALL
- MASON
- MERCER
- MINERAL
- MINGO
- MONONGALIA
- MONROE
- MORGAN
- NICHOLAS
- OHIO
- PENDLETON
- PLEASANTS
- POCAHONTAS
- PRESTON
- PUTNAM

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DO NOT CHANGE:

Minimum Salary

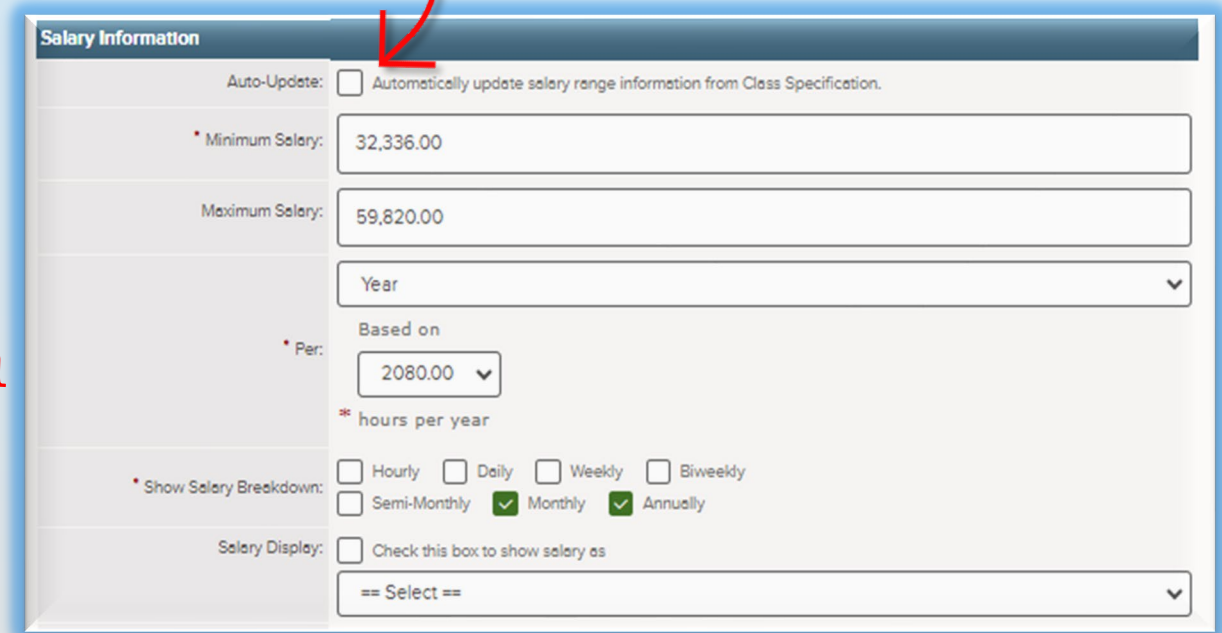
Maximum Salary

Per and Based on

Show Salary Breakdown

Salary Display

Auto Update: uncheck this box; the salary will pull from the class spec.



The screenshot shows a 'Salary Information' form with the following fields and options:

- Auto-Update:** Automatically update salary range information from Class Specification. (A red arrow points to this checkbox.)
- Minimum Salary:** 32,336.00
- Maximum Salary:** 59,820.00
- Based on:** Year (dropdown menu)
- * Per:** 2080.00 (dropdown menu)
** hours per year
- * Show Salary Breakdown:** Hourly Daily Weekly Biweekly Semi-Monthly Monthly Annually
- Salary Display:** Check this box to show salary as
== Select == (dropdown menu)

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Internal Notes

Cabinet Secretary approval language (if applicable)

If it is a promotional posting, add “Promotional to DCR Only.”

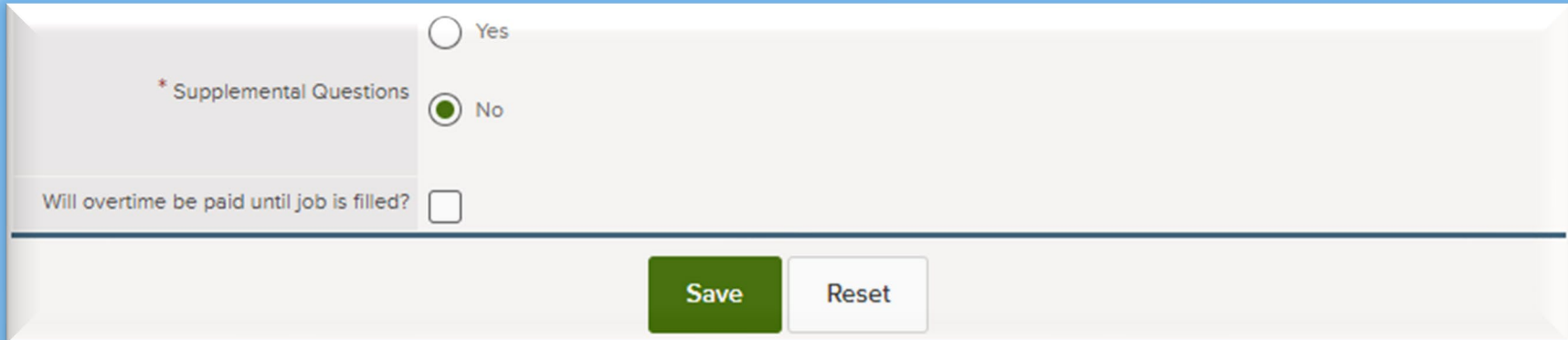
*** Internal Notes section of Posting, must match comment section of Requisition.**

The image shows a screenshot of a web form with two text input areas. The top area contains the text "Approved by the Cabinet Secretary 3/18/2024". The bottom area contains the text "Promotional to DCR only." and is labeled "Internal Notes (optional):" on the left. A character count "Characters : 24" is visible at the bottom right of the form.

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DO NOT CHANGE:

Supplemental Questions
Will overtime be paid until job is filed?



The screenshot shows a web form with a light gray header area on the left containing the text "* Supplemental Questions". To the right of this header are two radio button options: "Yes" (unselected) and "No" (selected). Below the header is a white input area with the text "Will overtime be paid until job is filed?" and an unchecked checkbox. At the bottom of the form are two buttons: a green "Save" button and a white "Reset" button.

Be sure to click Save

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Select **Print Job Bulletin** to save a copy of posting as a PDF.

Detailed Job Posting

Edit
Print Job Bulletin

[View Class Spec](#)
 [View Exam Plan](#)
 [Supplemental Questions & Auto Screening](#)

Job #	Hits	Active / Total	Advertised
DAS2400032	101	0 / 0	03/21/24 - 03/30/24 11:59 PM

Job Title	Procurement Specialist
Closing Date/Time	Sat. 03/30/24 11:59 PM Eastern Time
Salary	\$2,694.67 - \$4,985.00 Monthly \$32,336.00 - \$59,820.00 Annually
Job Type	Full-Time Permanent
Location	Kanawha County, West Virginia
Department	DHS - Division of Administrative Services

Nature of Work [Benefits](#) [Custom Form Fields](#)

Posting DAS2400032
 Kanawha County
 1 Vacancy
 Position 0623PR0019

The purpose of the Procurement Specialist is to execute full-performance level purchasing of a variety of goods and services for various agencies under the Department of Homeland Security, as well as the Division of Administrative Services. Under general supervision, writes, reviews, publishes, evaluates and awards bids for goods and services within an assigned timeframe. Monitors and maintains awarded contract during the term of the contract. Assures customer agencies, customer facilities, and vendors are in compliance with the terms and conditions of the the contract. Implements and maintains contract tracking system. Under general supervision, implements and writes changes to contract for renewal, price adjustments, or changes to other terms and conditions. Assists with sourcing purchases for customer agencies and facilities through market research and determining method of

36 Common Mistakes in Postings



Changes to Job Postings require a new Job Posting PDF to be uploaded to the Requisition.



Formatting within Job Postings should be neat and free of typos.



Job Postings should never be set to open on a weekend or a non-business day.

JOB POSTINGS CHECKLIST

Department

Dates

Opening date 3 business days out

Closing date 10 days from opening date

Location

Nature of work:

- Description of posting that matches job title
- Job Posting #
- Position #
- County
- Number of Vacancies

JOB POSTINGS CHECKLIST

Examples of Work – leave blank

Minimum Qualifications – auto-populated

Other Information – auto-populate market rate, then add the following:

- Contact information (email and mailing address)
- Special language:
 - Please include posting number _____ on application.
 - Please note: Applications of covered state employees, mailed to DOP or completed via DOP's online method, are not forwarded to WVDCR.

Salary Information – uncheck box

Internal Notes:

- Cabinet Secretary approval language (if applicable)
- If it is a promotional posting, add “Promotional to DCR Only.”

CREATING REQUISITIONS IN OHC

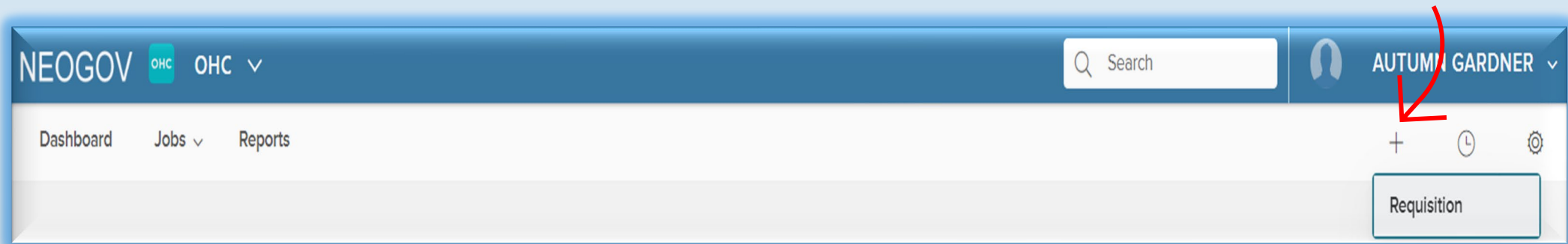
40

After a job posting has been created, the next step is to create a requisition to accompany the job posting.

To create a requisition, navigate to the **OHC** section.



Click the “+” under your name at the top right of the page.



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Requisition #:
job posting number

Department/Division:
facility

Class Spec: job title

Hiring Manager:
person responsible for
register/job posting

Number of Vacancies:
same as number of
positions

Requisition Details

* Fields are required.

Requisition # <input type="text" value="DAS2400034"/>	Department/Division <input type="text" value="DHS - Division of Administrative ..."/>
Class Spec ⓘ <input type="text" value="Procurement Specialist (7202)"/>	Working Title <input type="text"/>
Desired Start Date <input type="text" value="MM/DD/YYYY"/>	Hiring Manager <input type="text" value="MELISSA VANCE"/> Find a hiring manager
Job Type <input type="text" value="- Make selection -"/>	List Type <input type="text" value="- Make selection -"/>
Position ⓘ <input type="text" value="Find a position"/>	Number of Vacancies <input type="text" value="1"/>

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Position Number(s):
the number assigned to
position

**Posting/Requisition
Number:** job posting
number

**Enter the county or
counties:** matches
counties listed on job
posting

* Position Number(s)	Section
0623PR1161	
Unit	Full-Time Equivalent
* Posting/Requisition Number	* Enter the county or counties in which the vacancy is located.
DAS2400034	Kanawha County

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Requestor's Phone:
facility phone number

Requestor's Name: name
of person responsible for
register/job posting

**Primary Interviewer's
Name:** name of person
responsible for register/job
posting

**Primary Interviewer's
Phone Number:** facility
phone number

Shift	Position Area of Employment, if designated
<input type="text" value="- Make a selection -"/>	<input type="text"/>
* Requestor's Phone	* Requestor's Name
<input type="text" value="304-558-2350"/>	<input type="text" value="Melissa Vance"/>
* Primary Interviewer or Applicant Contact Person's Name	* Primary Interviewer's or Applicant Contact Person's phone number
<input type="text" value="Melissa Vance"/>	<input type="text" value="304-558-2350"/>

Status: Classified (do not change)

If, yes, Name of Provisional:

(DOP Class & Comp) Approval Date

(DOP Class & Comp) Close Date

• Status

Classified

Is this a Supervisory/Managerial Position? If yes, list the number of employees supervised and their job class titles. If no, please put N/A.

Yes - supervises 2 procurement associates.

Is this a Supervisory/Managerial Position?:
If yes, list the number of employee's supervised and their job class title.
If no, type "N/A" (for Not Applicable)

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Comment: Include Cabinet Secretary approval language (if applicable), or if it is a promotional posting, add “Promotional to DCR Only.”

The image shows a screenshot of a web form titled "Position Details". At the top, it asks "New Position?" with radio buttons for "Yes" and "No", where "No" is selected. Below this is a dashed-line box containing a button labeled "Add Position Detail". Underneath the dashed box is a section labeled "Comment", which is circled in red. The text inside the "Comment" field reads "Approved by Cabinet Secretary 4/1/2024.".

Comment section must match **Internal Notes** section of Job Posting.

47

Scroll to the top of the page and select **Save & Continue to Next Step**

The screenshot shows the top navigation bar of the NEOGOV system. On the left, it displays 'NEOGOVS' with a small 'OHC' icon and 'OHC' with a dropdown arrow. On the right, there is a search bar with a magnifying glass icon and the text 'Search', and a user profile section with a person icon and the name 'AUTUMN GARDNER' with a dropdown arrow. Below the navigation bar, the main content area is titled 'Create Requisition'. To the right of this title are three buttons: 'X Cancel', 'Save & Close', and 'Save & Continue to Next Step'. The 'Save & Continue to Next Step' button is highlighted with a red circle. Below the main content area is a progress bar with three steps: '1. CREATE' (which is highlighted in a dark teal color), '2. APPROVALS', and '3. ATTACHMENTS'.

48

DAS Department

* Approval Group

DHS - DAS/DJCS - DEPARTMENT

* Approvers

AUTUMN GARDNER MELISSA VANCE Search Approvers

Add Approval Step Cancel

DAS Cabinet

* Approval Group

DHS - DAS/DJCS - CABINET

* Approvers

SHARON HAYES LIA DYER Search Approvers

Add Approval Step Cancel

Next, add your 3 levels of approval

DOP Class & Comp

* Approval Group

DOP - Class & Comp

* Approvers

DOP Approver Search Approvers

Add Approval Step Cancel

49

Scroll to the top of the page and select **Save & Continue to Next Step**

The screenshot shows the top navigation bar of the NEOGOV OHC system. On the left, it displays 'NEOGOVS OHC OHC'. On the right, there is a search bar and the user name 'AUTUMN GARDNER'. Below the navigation bar, the main heading is 'Create Requisition'. To the right of this heading are three buttons: 'X Cancel', 'Save & Close', and 'Save & Continue to Next Step'. The 'Save & Continue to Next Step' button is highlighted with a red circle. Below the heading is a progress bar with three steps: '1. CREATE', '2. APPROVALS', and '3. ATTACHMENTS', each with a checkmark. The '2. APPROVALS' step is currently active.

50

Attachments:

- Job Bulletin from Insight
- Justification to Post (if applicable)
- Special Form (if applicable)

Create Requisition

X Cancel Save & Close **Save & Submit**

1. CREATE ✓ 2. APPROVALS ✓ **3. ATTACHMENTS ✓**

Add Attachments

Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, pdf, rtf, txt, wpd, xls

The maximum allowed file size is 10MB.

Job Bulletin - RJ24WRJ51... Justification - 0608P0071...

Only attach PDF documents since word documents cannot be opened.
Always attach the corrected/updated postings.

REQUISITION CHECKLIST

Requisition # matches posting

Title matches

Vacancies # matches

Confirm the position is VACANT

Counties match posting

Opening date should be 3 business days out

Status is classified for all positions.

REQUISITION CHECKLIST

Is this a Supervisory/Managerial Position?

- If Yes - list the number of employees supervised and their job class titles.
- If No – should say N/A

Comments:

- Cabinet Secretary approval language (if applicable).
- If it is a promotional posting, add “Promotional to DCR Only.”

Approval levels:

- Department (Melissa Vance, Autumn Gardner)
- Cabinet (Sharon Hayes, Lia Dyer)
- DOP Class & Comp (select DOP Approver, not an individual’s name)

Attachments:

- Job bulletin
- Justification to post (if applicable)
- Special form (if applicable)

COMMON MISTAKES IN REQUISITIONS

OHC

54

Approvers:

- (DAS) Department Level – select both:
Melissa Vance
Autumn Gardner
- (DAS) Cabinet Level – select both:
Sharon Hayes
Lia Dyer
- DOP Level – only select DOP APPROVER

Attachments:

- Job Bulletin from Insight
- Justification to Post (if applicable)
- Special Form (if applicable)

REQUESTING PUBLIC
SERVICE
ANNOUNCEMENTS (PSA)

57

All PSA's must be requested through DAS.

When requesting a PSA, please make sure to include the following:

- Subject Line – Request PSA (Job Posting & Job Title)
- Send email to DASHR@wv.gov

TRUE OR FALSE

59

All postings require a justification prior to posting.

True

False

60

Correctional Officer and Correctional Counselor positions do not require a justification to post.



61

Special Forms are required once a position has been vacant for 6 months.

True

False

62

A Special Form is required when a position has been vacant for 12 months.



63

Promotional Postings are not listed on DOP's internal website.

True

False

**Promotional Postings are only
advertised at DCR locations.**



65

Correctional Counselors have the option of posting as a CC1 and/or CC2.

True

False

66

Correctional Counselors have the option of posting as a CC1 and/or CC2. Include the wording “Alternate posting to (posting #) CC2.”



67

When posting a CO 1 position, always include the wording: “Alternate posting to (posting #) CO 2 and (posting #) CO 3 under the Other Information section.

True

False

68

When posting a CO 1 position, always include the wording: “Alternate posting to (posting #) CO 2 and (posting #) CO 3” under the Nature of Work section.



69

The Job Bulletin must be attached to all requisitions except Correctional Officer and Correctional Counselor postings.

True

False

70

**Job Bulletins must be attached to
all requisitions.**



71

The Supervisory/Managerial Position section must be filled out only if the position requires supervision of other employees.

True

False

72

**If the position does not supervise,
you must enter N/A.**



73

When selecting the hiring manager, all managers who populate with the search option should be included.

True

False

74

You will only select the person responsible for the job posting.



ACCESSING REGISTERS

76

In OHC...



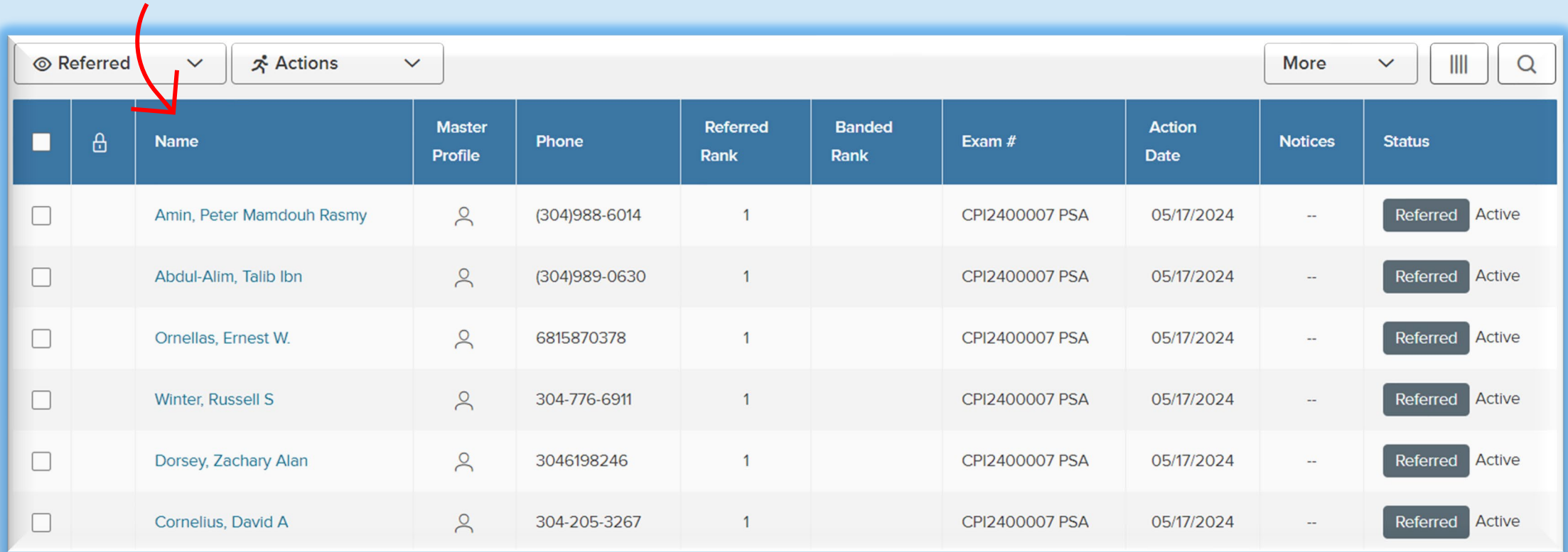
enter "Posting Number"

77

If the register is ready, it will show as **Open**, and the **Candidates** tab will be available.

The screenshot displays a web interface for a requisition. At the top left, there is a circular icon with a document symbol. The main header area contains the text "Requisition Detail" and "Procurement Specialist (DAS2400034 PSA)" followed by a blue "Open" button. To the right of this header are three buttons: "Copy", "Print", and "Cancel Req". Below the header is a navigation bar with five tabs: "Requisition Information", "Approvals", "Hire Workflow", "Candidates", and "History". The "Candidates" tab is currently selected and underlined. Below the navigation bar, the main content area is titled "Candidates" and features a notification icon with the text "There is 1 note". In the center of the content area is a large circular gauge chart. The chart shows a total of 9 candidates, with the number "9" and the word "TOTAL" inside the circle. Below the chart, it indicates "Referred : 9". Two red arrows point to the "Open" button and the "Candidates" tab.

78 Scroll down to the list of names



The screenshot displays a web application interface with a table of referred individuals. At the top left, there are two dropdown menus: 'Referred' (with a red arrow pointing to it) and 'Actions'. At the top right, there are buttons for 'More', a list icon, and a search icon. The table has the following columns: Name, Master Profile, Phone, Referred Rank, Banded Rank, Exam #, Action Date, Notices, and Status. The table contains six rows of data, each with a checkbox in the first column and a 'Referred' button in the Status column.

<input type="checkbox"/>		Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
<input type="checkbox"/>		Amin, Peter Mamdouh Rasmy		(304)988-6014	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Abdul-Alim, Talib Ibn		(304)989-0630	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Ornellas, Ernest W.		6815870378	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Winter, Russell S		304-776-6911	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Dorsey, Zachary Alan		3046198246	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Cornelius, David A		304-205-3267	1		CPI2400007 PSA	05/17/2024	--	Referred Active

79

Select all records, ensuring records on all pages are included.



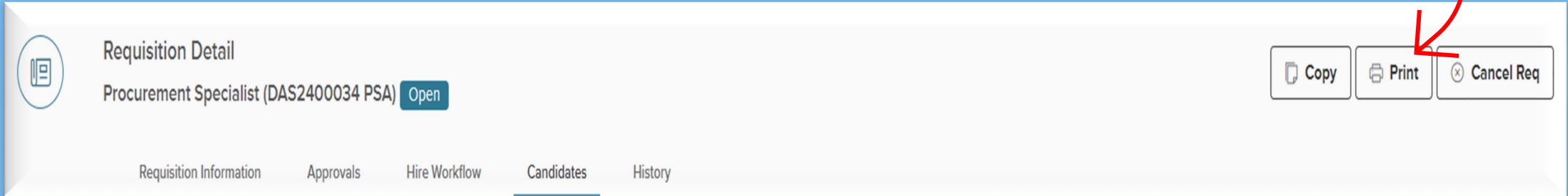
Referred Actions More

9 record(s) are selected. Clear Selection

✓	🔒	Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
<input checked="" type="checkbox"/>		Martin, Richard M	👤	(304) 951-1033	1		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Mundy, Sean C	👤	(304)-833-0481	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Gagliardi, Michael John	👤	716 990 6965	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Hatfield, Austin L	👤	3049326419	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		COUTURE, JEFFREY B.	👤	3032499559	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Kennedy, Megan Lee	👤	(304) 601-1228	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Plants, Allison Marie	👤	(304) 561-8555	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Carpenter, Melinda W	👤	304-644-4855	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Fogarty, Rachael Marie	👤	404-784-8952	2		DAS2400034 PSA	04/19/2024	--	Referred Active

First Previous 1 Next Last 10 Items per page Showing 1-9 of 9 items

Scroll back to the top of the page and select **Print**



The screenshot shows a software interface for a requisition. On the left, there is a circular icon with a document symbol. To its right, the text reads "Requisition Detail" followed by "Procurement Specialist (DAS2400034 PSA)" and a blue "Open" button. On the right side of the header, there are three buttons: "Copy", "Print", and "Cancel Req". A red arrow points from the top right towards the "Print" button. Below the header, there is a horizontal menu with five items: "Requisition Information", "Approvals", "Hire Workflow", "Candidates", and "History". The "Candidates" item is currently selected, indicated by a blue underline.

81

A new page
will open in
your browser

The screenshot shows a web browser window with two tabs: 'OHC - Requisition Details' and 'OHC - Requisition Candidates'. The address bar shows a URL from 'secure.neogov.com'. The main content area is titled 'Referred List Report' and contains a 'Requisition Information' section. This section is divided into two columns of key-value pairs:

Division	N/A	Department	DHS - Division of Administrative Services
Job Type	N/A	Class Spec	Procurement Specialist (7202) Procurement Specialist (7202)
Desired Start Date	N/A		
Hiring Manager	MELISSA VANCE		
HR Title	TRAINER		
Secondary Position	N/A		
Position	DA...		
Position Area of Employment, if designated	N/A		
Primary Interviewer or Applicant Contact Person's Name	Melissa Vance		
Hiring/Interviewer managers's official agency email address	N/A		
Starting Salary	N/A		

On the left side of the page, there is a sidebar with the following information:

- Vacancies: 1
- Owner: MELISSA VANCE
- Position Number(s): 0623PR1161
- Full-Time Equivalent: N/A
- Shift: N/A
- Requestor's Name: Melissa Vance
- Name of hiring/interviewing manager who needs access to online eligibles list and application: N/A
- Special Hiring Rate Salary: \$

A right-click context menu is open over the 'Print' option in the 'Requisition Information' section. The menu items include: Back, Forward, Reload, Save as..., Print..., Cast..., Search images with Google, Send to your devices, Create QR Code for this page, Translate to English, Open in reading mode, Adobe Acrobat: PDF edit, convert, sign tools, View page source, and Inspect. The 'Print' option is highlighted with a red arrow.

Right click
and select
"Print"

Save As

This PC > Documents > Applications

File name: Register - DAS2400034 PSA

Save as type: Adobe Acrobat Document

Save Cancel

Save as PDF

Pages: All

Layout: Portrait

More settings

Save Cancel

Requestor's Name
Melissa Vance

Position Area of Employment, if designated
N/A

Requestor's Phone
3043520193

Name of hiring/interviewing manager who needs access to online eligibles list and application.
N/A

Primary Interviewer or Applicant
Contact Person's Name
Melissa Vance

Primary Interviewer's or Applicant
Contact Person's phone number
3043520193

Special Hiring Rate Salary
\$

Hiring/interviewer managers' official agency email address
N/A

Special Hiring Rate %
N/A

If, yes, Name of Provisional:
N/A

Starting Salary
\$

Is this position filled with a Provisional status employee?
N/A

Is this a Supervisory/Managerial Position? If yes, list the number of employees supervised and their job class titles. If no, please put N/A.
N/A

Status
Classified

(DOP Class & Comp)
Approval Date
3/28/2024

(DOP Class & Comp) Close Date
3/16/2024

Comments
Approved by the Cabinet Secretary 3/26/2024

MELISSA VANCE

Position Number(s)
0623PR1161

Full-Time Equivalent
N/A

Shift
N/A

Requestor's Name
Melissa Vance

Name of hiring/interviewing manager application.
N/A



ACCESSING APPLICATIONS

84

Now, go back to your Candidates page in OHC, and again, select all names.

Referred Actions More

9 record(s) are selected. Clear Selection

✓	🔒	Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
<input checked="" type="checkbox"/>		Martin, Richard M	👤	(304) 951-1033	1		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Mundy, Sean C	👤	(304)-833-0481	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Gagliardi, Michael John	👤	716 990 6965	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Hatfield, Austin L	👤	3049326419	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		COUTURE, JEFFREY B.	👤	3032499559	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Kennedy, Megan Lee	👤	(304) 601-1228	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Plants, Allison Marie	👤	(304) 561-8555	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Carpenter, Melinda W	👤	304-644-4855	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Fogarty, Rachael Marie	👤	404-784-8952	2		DAS2400034 PSA	04/19/2024	--	Referred Active

First Previous 1 Next Last 10 Items per page Showing 1-9 of 9 items

Under the Actions tab, select Print Apps

9 record(s) are selected.

<input type="checkbox"/>	<input type="checkbox"/>	Name	Phone	Count	App	Date	Notices	Status
<input checked="" type="checkbox"/>		Martin, Ric	(304) 951-1033	1	DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Mundy, Se	(304)-833-0481	2	DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Gagliardi, Michael John	716 990 6965	2	DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Hatfield, Austin L	3049326419	2	DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		COUTURE, JEFFREY B.	3032499559	2	DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Kennedy, Megan Lee	(304) 601-1228	2	DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Plants, Allison Marie	(304) 561-8555	2	DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Carpenter, Melinda W	304-644-4855	2	DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Fogarty, Rachael Marie	404-784-8952	2	DAS2400034 PSA	04/19/2024	--	Referred Active

First Previous **1** Next Last 10 Items per page Showing 1-9 of 9 items

Select Create
PDF with
Applications

Print Applications Cancel Continue

You've selected **9** applications to print.

Print Options

- Print Applications Now
Limited to a maximum of 25 applications.
Preview and print applications directly from your browser.
- Create PDF with Applications
A PDF will be generated and you will be notified via email when it is ready to download.
- Create PDF with Applications and Attachments
A PDF will be generated and you will be notified via email when it is ready to download.

Then select
Continue

Print Applications

Cancel

Preparing PDF...

Your applications are preparing for print.
If more than 100 applications are selected, multiple PDFs
will be generated.
You will receive an email with a link to download the PDF
when processing is complete.

Remember, you can always view, download, and print your
applications for up to 30 days.

[View, download or print your applications.](#)

Follow this link
to go to the “Print
Applications”
screen.

88

Once the applications are finished processing, the Job Number will appear here when your applications are ready to view.

Follow this link to view applications

Print Application

Job #	End Time	PDF				
DAS2400034 PSA	10:47 AM	05/30/2024 10:47 AM	View			
8911Cas	Correctional Officer 1	1	Applications Only	05/23/2024 03:06 PM	05/23/2024 03:06 PM	View
DJCS240026 PSA	Criminal Justice Specialist 1 - Division of A...	23	Applications Only	05/13/2024 11:05 AM	05/13/2024 11:06 AM	View
9202Cas	Accounting Technician 3	36	Applications Only	05/13/2024 10:59 AM	05/13/2024 10:59 AM	View
9206Cas	Accountant/Auditor 2	8	Applications Only	05/06/2024 03:19 PM	05/06/2024 03:19 PM	View
8905Zas	Probation and Parole Officer 1	85	Applications Only	03/22/2024 09:46 AM	03/22/2024 09:47 AM	View
7984DSas	Human Resources Generalist 1 - DHS - Ka...	12	Applications Only	03/14/2024 11:27 AM	03/14/2024 11:27 AM	View
7202Vas	Procurement Specialist - DHS - Kanawha ...	30	Applications Only	03/05/2024 08:45 AM	03/05/2024 08:45 AM	View

First Previous **1** Next Last

Showing 1-8 of 8 items

You can now save and print the applications for your Job Posting.

Save As
This PC > Documents > Applications
Search Applications

File name: Applications - DAS2400034
Save as type: Adobe Acrobat Document

EMPLOYMENT APPLICATION
WEST VIRGINIA
1900 Kanawha Blvd, East Building 3 Suite 500
Charleston, West Virginia 25305
(304) 558-3950
<http://www.personnel.wv.gov>

PERSONAL INFORMATION
DIVISION OF ADMINISTRATIVE SERVICES - EXAM ID#: DAS2400034 PSA
SOCIAL SECURITY NUMBER: N/A
Zip/Postal Code) West Virginia 25311 EMAIL ADDRESS: mbcarpenter5177@gmail.com

DRIVER'S LICENSE: State: WV
LEGAL RIGHT TO WORK IN THE UNITED STATES? Yes No

PREFERENCES
ARE YOU WILLING TO RELOCATE? Yes No Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night
OBJECTIVE: Highly motivated professional, looking to step out of the familiar in order to make a difference within state employment.

CODING REGISTERS

91

In OHC...



enter "Posting Number"

92 Scroll down the list of names and select the first name to code.

<input type="checkbox"/> Referred ▼		🔗 Actions ▼		More ▼ ☰ 🔍						
<input type="checkbox"/>		Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
<input type="checkbox"/>		Amin, Peter Mamdouh Rasmy		(304)988-6014	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Abdul-Alim, Talib Ibn		(304)989-0630	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Ornellas, Ernest W.		6815870378	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Winter, Russell S		304-776-6911	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Dorsey, Zachary Alan		3046198246	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Cornelius, David A		304-205-3267	1		CPI2400007 PSA	05/17/2024	--	Referred Active

Amin, Peter → Next **Actions** Print Cancel

Person ID: 52959976 Referred

Application Questions Notices History

To code the candidate's application, select Actions

General Information

Contact Information

2913 chesterfield AVE apt 9
Charleston, WV 25304
US

peter_pop_2006@yahoo.com

(304)988-6014 primary

Personal Information

Have proof of your legal right to work in the US?
Yes

Driver's License
Yes
WV , Class C

Highest level of education
Bachelor's Degree

Reject Cancel **Save**

Amin, Peter Mamdouh Rasmy (Person ID : 52959976)

Reject Details

* required fields are marked with asterisk

* Inactivation Reason

FR-Failed to reply to written Inqu...

Comments

Called and left VM on 4/1/2024

Emailed on 4/4/2024

To Reject a Candidate, enter the appropriate **Contact Code** and **Comment** any required information.



CONTACT CODES

Offered: Offer cannot be coded on register before the posting closing date

C: Considered/given due consideration based on application

DE: Deceased

DNR: Did not report for a scheduled interview;
REQUIRED - Enter date and time the interview was scheduled in comments section

OW: Declined/refused job -
DOP USE ONLY

EMP: Hired from another requisition for this job title within this division.
DO NOT USE for temporary employees

EMPD: Permanently employed within this division in an equal or higher pay grade

FR: Failed to reply to written inquiry or phone message;
REQUIRED - enter how the applicant was contacted in comments section

MO: Moved from given address (send returned envelope to our office by email or fax)

CONTACT CODES

NA: Not Available/applicant indicated they were not available for this vacancy

NC: Not Contacted/applicants not contacted and they have not been given due consideration based on their application

NI: Not Interested/applicant indicated they were not interested in this vacancy

NIS: Not Interested in Salary/applicant indicated they were not interested in the salary

NS: Not Suitable/failed background check

NS: Not Suitable/failed drug screening

NS: Not Suitable/DCR ONLY/failed the Corrections Selection Inventory (CSI) exam/Agility Exam or does not have the required driver's license; **specify reason**

O: Other - **DOP Register's approval required**; ALL applicants selected as "other" without prior approval from DOP Register's staff will be counted as "considered"

IH: Internal Hires - **DOP USE ONLY**; applicants that appear on the referred list but were processed as reinstatement, transfer, or promotion and not actually hired from the register

MISCELLANEOUS

- **Before requesting additional names, you must work and code your previous register.**

- Additional Names – use the link to the form provided by DOP:
<https://docs.google.com/forms/d/e/1FAIpQLSdyIvuzQWEMvfdDxUV8f1HUx8EA46HuD6TT8J-eLDMVP-lyFA/viewform>

CONTACT US

Please reach out via chat or email to

Melissa.D.Vance@wv.gov

or

Autumn.R.Gardner@wv.gov

QUESTIONS OR COMMENTS?