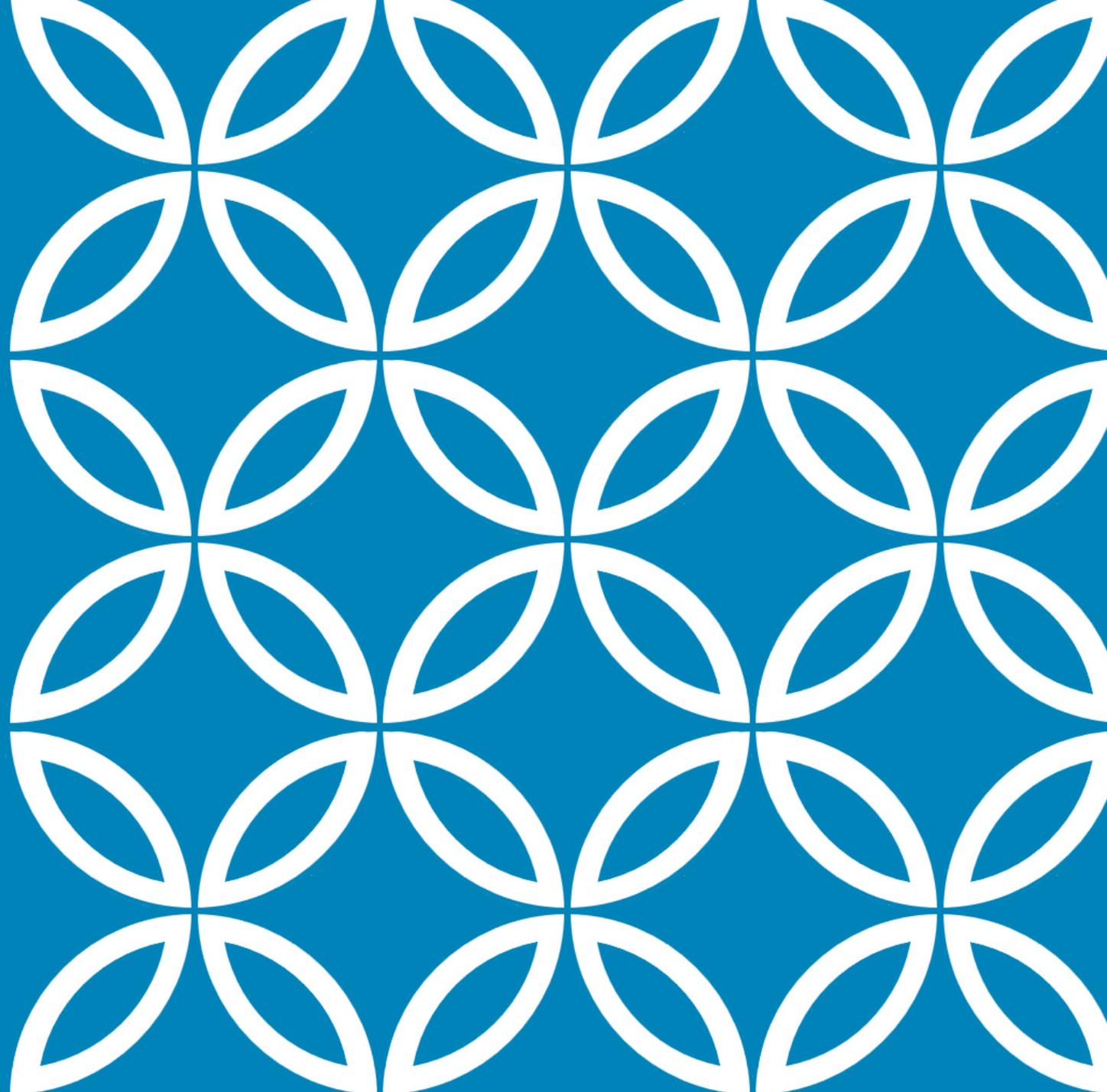
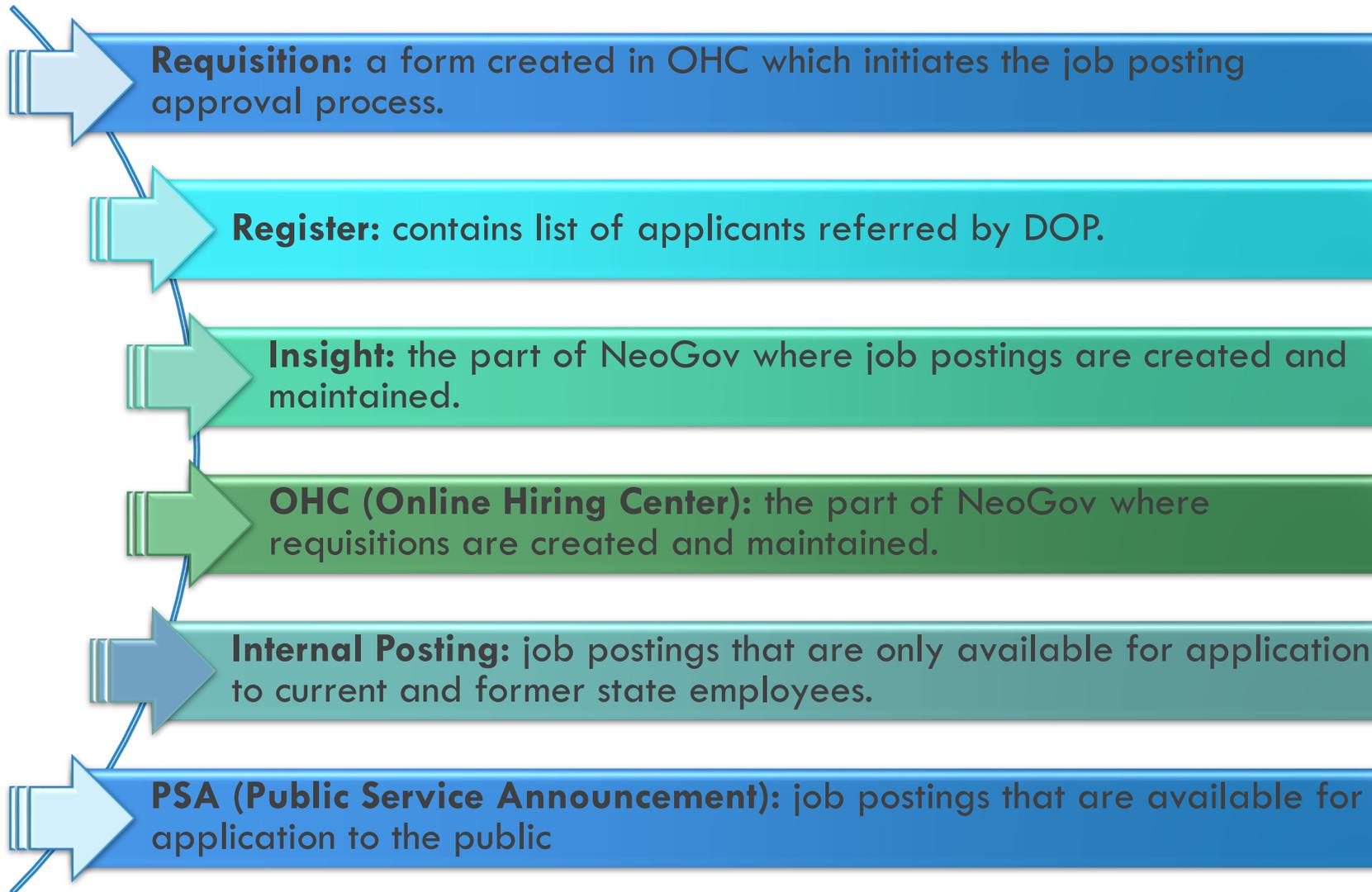


NEO-GOV: TALENT ACQUISITION NEW HIRE TRAINING

**Division of Administrative Services
Position Management**

POSTING TERMS





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.

Position Number Example: 0608PR0952

Posting Number: an internal numbering system unique to your facility. *It is a sequential system that starts over at the beginning of each Fiscal Year.*

Posting Number Examples:

ERJL – RJV26ERJ01

MOCC – CMO2600001

GSJC – JSGS260001

Wood YRC – YRC26WD01

Job Postings Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K
1	Posting Number	Title	Position Number	Justification Approval Date	Open	Close	PSA Requested	PSA Date Open	PSA Date Close	Date Register and Applications Pulled	Notes/Comments
11	DAS2500010	Procurement Specialist	0623PR1161	3/6/2024	8/17/2024	8/26/2024	No			No names	Mickey emailed 8/28
12	DAS2500011	Human Resources Generalist 2 (transactions)	0623PD1082	8/22/2024	8/26/2024	9/4/2024				No names	Lia Dyer emailed 9/4
13	DAS2500012	Administrative Services Manager 1 (Jessica)	0623PR1167	7/16/2024	9/4/2024	9/13/2024	Yes 9/10/2024	09/11/2024	09/26/2024	No names/20 Names	Cecilia Royal 9/10 - 10/1
14	DAS2500013	Procurement Specialist	0623PR1161	3/6/2024	9/11/2024	9/20/2024	Yes 9/11/202	09/11/2024	09/26/2024	11 Names + 1	Mandy Parsons emailed 9/27 - 10/4
15	DAS2500014	Human Resources Generalist 2 (payroll)	0623PD1149	9/22/2024	9/25/2024	10/4/2024	Yes 9/25/2024	9/30/2024	10/13/2024	10 Names	Kim Potters emailed 10/15
16	DAS2500015	Procurement Associate	0623PD2243	9/22/2024	9/25/2024	10/4/2024	Yes 9/25/2024	10/1/2024	10/16/2024	15 Names	Mandy Parsons emailed 10/22
17	DAS2500016	Administrative Services Manager 1 (Dunbar)	0623PD2082	10/10/2024	1/22/2025	1/31/2025	No			No names	Cecilia emailed 1/30
18	DAS2500017	Procurement Specialist	0623PR0019	12/9/2024	12/11/2024	12/20/2024	No			No Names	Cecilia emailed 12/12/2024
19	DAS2500018	Administrative Services Assistant 1 Cancel	0623PD1830	4/24/2024							
20	DAS2500019	Administrative Services Assistant 1	0623PD1930	12/15/2024	12/19/2024	12/28/2024	Yes 12/19/2024	12/19/2024	1/3/2025	7 names	Cecilia emailed 1/13
21	DAS2500020	Administrative Services Manager 1 (Jessica)	0623PR1167	7/16/2024	1/9/2025	1/18/2025	No			No names	Mandy emailed 1/9
22	DAS2500021	Procurement Specialist, Senior	0623PR0023	1/3/2025	1/9/2025	1/18/2025	Yes 1/9/2025	1/9/2025	1/25/2025	9 Names	Mandy emailed 1/29
23	DAS2500022	Procurement Specialist	0623PD2289	1/14/2025	1/16/2025	1/25/2025	Yes 1/15/2025	1/16/25	1/31/25	16 Names	Cecilia emailed 2/5
24	DAS2500023	Administrative Services Manager 1 (Shawna)	0623PR0002	1/17/2025	1/22/2025	1/31/2025	No			No names	Cecilia emailed 1/30
25	DAS2500024	Administrative Services Assistant 1	0623PD2305	2/6/2025	2/7/2025	2/16/2025	Yes 2/7/2025	2/10/2025	2/25/2025	49 names	Cecilia emailed 3/5
26	DAS2500025	Internal Auditor	0623PD0004	2/3/2025	2/12/2025	2/21/2025	Yes 2/25/2025	2/27/2025	3/14/2025	No names/1 name	Cecilia emailed 2/18 - 3/18
27	DAS2500026	Procurement Specialist	0623PD2289	1/14/2025	3/4/2025	3/13/2025	Yes 3/04/2025	3/5/2025	3/19/2025	7 names	Cecilia emailed 3/21
28	DAS2500027	Procurement Specialist, Senior	0623PR0023	1/3/2025	3/24/2025	4/2/2025	Yes 3/24/2025	3/25/2025	4/9/2025	13 Names	Cecilia emailed 4/14
29	DAS2500028	Accountant/Auditor 3 (alternate language)	0623PR0018	3/30/2025	4/2/2025	4/11/2025	Yes 4/01/2025	4/3/2025	4/18/2025	6 names	Cecilia and Bryan emailed 4/21
30	DAS2500029	Budget Analyst 2	0623PD2301	4/19/2025	4/23/2025	5/2/2025	Yes 4/22/2025	04/25/2025	5/10/2025	17 names	Cecilia Royal emailed 5/14

Use for tracking agency's job postings

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.



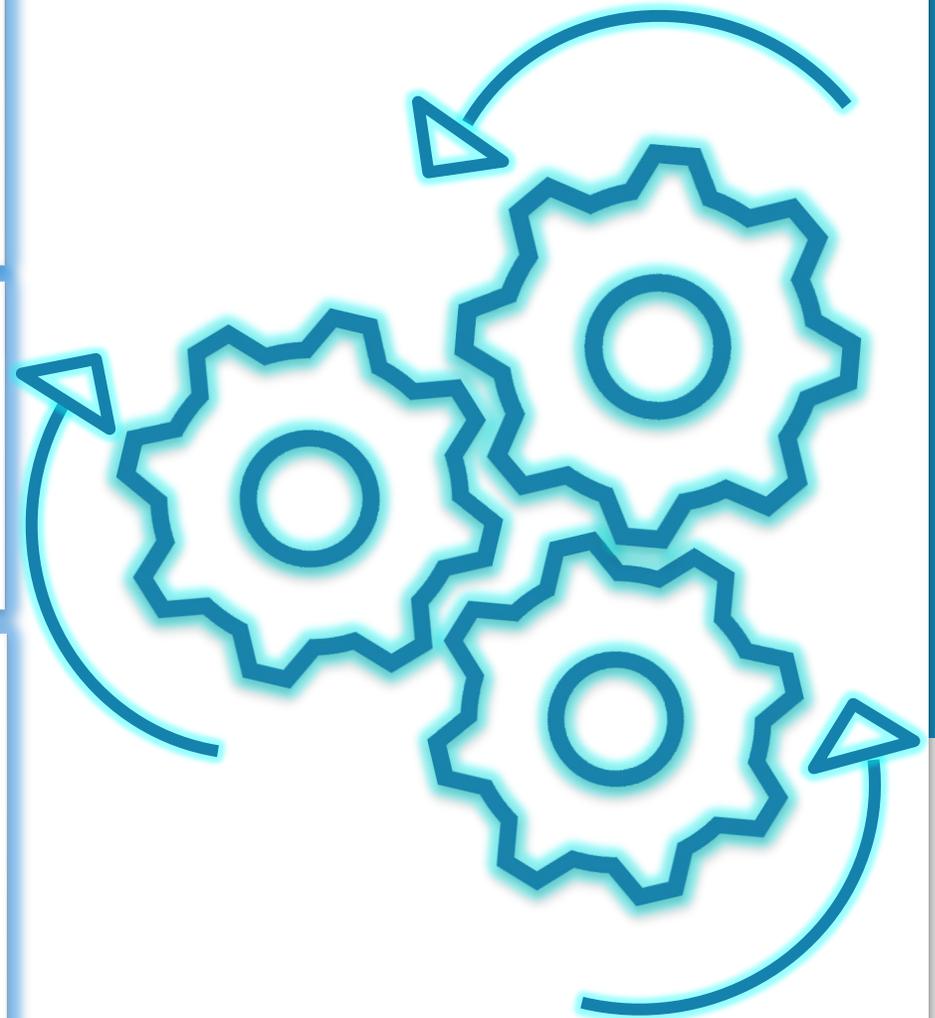
Special forms are good for one year from the approval date; if the position is not filled and needs to be posted again after one year, a new special form is required.

Correctional Officer 1, 2, and 3 positions are always posted together as a series

Alternate language must be included under the **Nature of Work** in all 3 Correctional Officer postings

Alternate language for Correctional Officer 1, example:

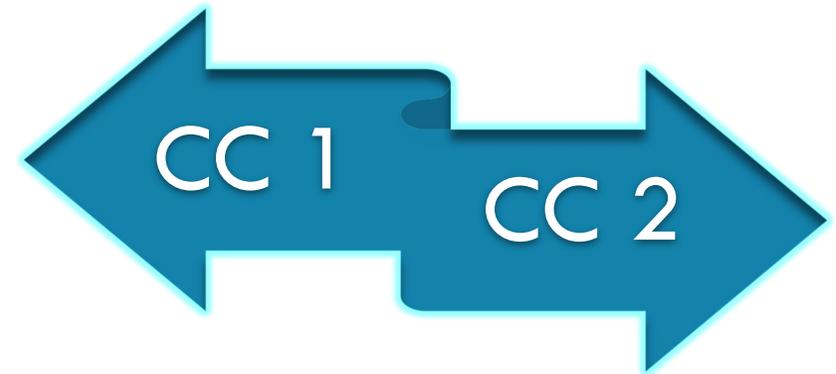
“Alternate to (posting #) CO2 and (posting #) CO3”



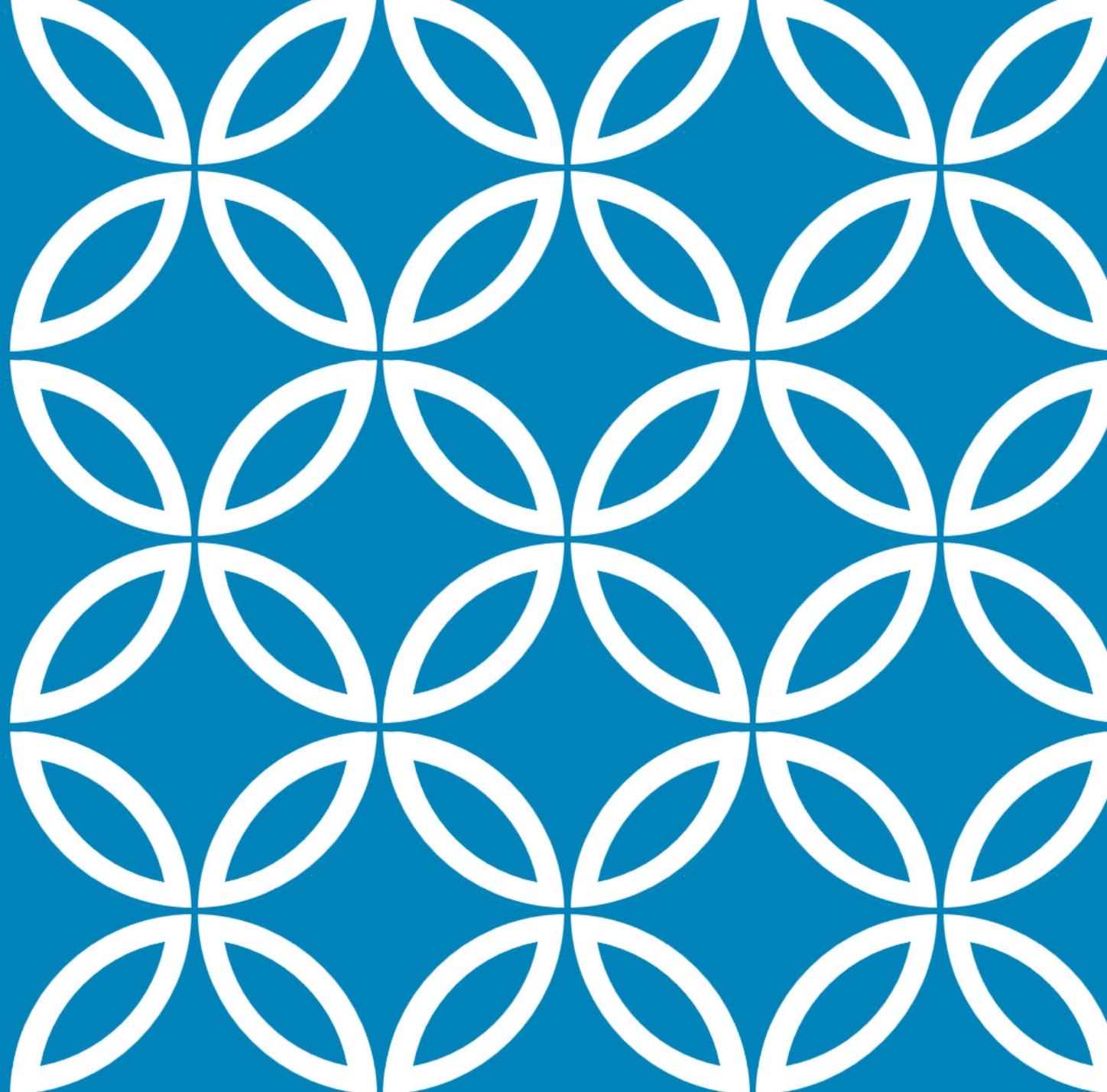
Correctional Counselor 1 and 2 positions have the option of posting together or separately

If posting together, alternate language must be included under the **Nature of Work** for both Correctional Counselor postings

Alternate language for Correctional Counselor 1, example:
“Alternate to (posting #) CC2”



**CREATING JOB
POSTINGS IN
RECRUITING
(INSIGHT)**





STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS
AND REHABILITATION



DAVID L. KELLY
COMMISSIONER

MICHAEL T. BAYLOUS
CABINET SECRETARY

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

*M. T. Baylous
02/11/2025*

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.

Justification

Navigate web browser to
<https://www.neogov.com/>

DASHBOARD Search... ? 📅 🔔 9 ✓ AG AUTUMN GARDNER

Home Tasks People Performance Recruiting Reports

West Virginia

Tasks

[View All \(0\)](#)

You have zero tasks to do!
Check back later for any new tasks.

People

MY MANAGER

SH SHARON HAYES

My Requisitions

[View All](#)

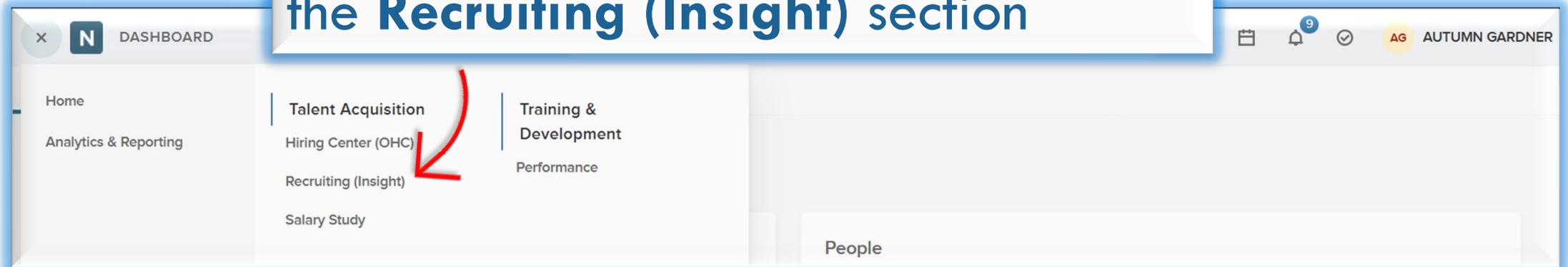
10	1	3	111
Drafts	In Progress	Approved	Open

Quick Actions

📱 ⚡ Write a Journal entry >

NEOGOV [Terms](#) | [Privacy](#)

To create a job posting, navigate to the **Recruiting (Insight)** section



Click **Add**, then select **Job Posting**

The screenshot shows the 'RECRUITING (INSIGHT)' dashboard. At the top, there is a search bar and a user profile for 'AUTUMN GARDNER'. Below the navigation bar, the 'Insight Dashboard' features several key metrics: Unreviewed Apps (0), Open Reqs (1137), Approved Reqs (35), In Req Pipeline (2), Open Jobs (79), Offers (33), and Hire (180). A red arrow points to the 'Add' dropdown menu, which is open and shows 'Job Posting' as the selected option. Below the dashboard, the 'Job Postings' section is visible, showing a total of 4 Active, 7 Draft, and 92 Inactive postings.

RECRUITING (INSIGHT) Search... AG AUTUMN GARDNER

My HR Jobs ▾ Applicants ▾ Tests ▾ Career Pages To Do Recent Items ▾ Add ▾

Job Posting

Exam Plan

Insight Dashboard

Unreviewed Apps	Open Reqs	Approved Reqs	In Req Pipeline	Open Jobs	Offers	Hire
0	1137	35	2	79	33	180

Job Postings [view all >](#) Reset Q

4 Active	7 Draft	92 Inactive
-------------	------------	----------------

You will now have this form on your screen:

ADD JOB POSTING

New Job Posting Cancel Save & Close

Job Details

Field marked with an asterisk (*) are required

* Exam Plan

Create New

Select Existing

Job Status

Draft Archived Accept Online Applications Show Closing Date/Time Continuous

Posting/Notes

* Department

* Division

* Class Spec

* Job Title

* Job Number

* Job Type

* Exam Type

* Job List

* Advertise From

* Advertise To Time

Exam Plan should
always be **Create New**

• Exam Plan

Create New

Select Existing

Job Status

Draft Archived Accept Online Applications Show Closing Date/Time Continuous

Posting/Notes

Draft and **Show Closing Date/Time**
should always be checked

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

The screenshot shows a form with four input fields. The 'Department' field contains 'DHS - Division of Administrative Services (0623)'. The 'Division' field is empty with a 'Search' placeholder. The 'Class Spec' field contains 'Procurement Specialist (7202)'. The 'Job Title' field contains 'Procurement Specialist'. Red arrows point from the callout boxes to the Department and Job Title fields.

Department	Division
DHS - Division of Administrative Services (0623)	Search
* Class Spec	* Job Title
Procurement Specialist (7202)	Procurement Specialist

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

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

Job Number: same as *posting number*

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



* Job Number

DAS2500032

* Job Type

Full-Time Permanent



Job Type: select *Full-Time Permanent*

Job List: **never select Default;** most positions will be Transfer, however, if you are posting a position that you plan to hire from within DCR, then select **Promotional**

* Job List

Transfer Jobs

* Exam Type

INTERNAL POSTING - TRANSFER

Exam Type: select the same option selected in Job List

Job List and Exam Type must match

Advertise From: scheduled a minimum 3 business days out to allow for approval processing

The screenshot shows a form with three main sections: '* Advertise From', '* Advertise To', and 'Time'. The 'Advertise From' field contains the date '06/24/2025' and a calendar icon. The 'Advertise To' field contains the date '07/03/2025' and a calendar icon. The 'Time' field contains '11:59 PM' and a dropdown arrow. A red arrow points to the 'Advertise From' date field, and another red arrow points to the 'Advertise To' date field.

* Advertise From	* Advertise To	Time
06/24/2025	07/03/2025	11:59 PM

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

***Postings should never be scheduled to open on a weekend or holiday**

Category: select Corrections, or another applicable category

Reapply Period Days: always enter 10

The screenshot shows a form with four main sections. The first section is labeled '* Category' and contains a search box with 'Administration' selected and a magnifying glass icon. The second section is labeled '* Location on Job Posting Display' and contains a search box with 'Kanawha County' selected and a magnifying glass icon. The third section is labeled '* Reapply Period (Days)' and contains a text input field with the number '10'. The fourth section is labeled 'Physical Address' and contains an empty text input field with a magnifying glass icon. Below this field is a link that says '+ Add an additional address'. Red arrows point from the callout boxes to these specific fields: one to the 'Administration' selection, one to the '10' in the 'Reapply Period' field, one to the 'Kanawha County' selection, and one to the 'Physical Address' input field.

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

Physical Address may be listed as the county or full street address

**EEO/Census Data
Template: leave blank**

EEO / Census Data Template ⓘ

Search 🔍

* Application Template

Default ⓧ 🔍

* Assigned To

GARDNER, AUTUMN ⓧ 🔍

A screenshot of a web form titled "EEO / Census Data Template" with an information icon. The form contains three main sections: a search bar, an "Application Template" dropdown menu, and an "Assigned To" dropdown menu. The "Application Template" dropdown is currently set to "Default". The "Assigned To" dropdown is set to "GARDNER, AUTUMN". Three red arrows point from callout boxes to the search bar, the "Application Template" dropdown, and the "Assigned To" dropdown.

**Application Template:
leave at "Default"**

**Assigned To: the name of the person
creating the posting**

Nature of Work

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

The screenshot shows a web form with a title bar containing "Nature of Work" (circled in red) and a link "Populate From Class Spec" (indicated by a red arrow). Below the title bar is a rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and table. The main text area contains the instruction "Press Alt + F10 to move to the toolbar" and a paragraph of text: "Under general supervision, these positions perform professional, full-performance level work procuring a variety of goods and services for state agencies and institutions. These positions are responsible for interpretation and application of related policies and procedures, monitor inventory and/or fixed assets. Work includes reviewing requisition specifications, administering the competitive bid process, and awarding purchase orders to the appropriate responsible bidder. Performs related work as required." A character count "Characters : 570" is visible at the bottom right of the text area.

Do not Populate from Class Spec

Use the job description template if one is provided

Nature of Work

If this is a promotional posting
add **“Promotional to DCR Only”**
above job description

Nature of Work

B i U A: = = = ¶: ↻ 🖼️ 📺 📅

Press Alt + F10 to move to the toolbar

Promotional to DCR Only

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. Performs related work as required.

Posting Number: DAS2500032
Kanawha County
1 Vacancy
Position Number: 0608PR0019

Characters : 671

Nature of Work

The following information must always be included:

Posting Number

County/Counties

Number of Vacancies

Position Number

Nature of Work

B *i* U A: = = = ¶: ↻ 🖼️ 📺 📅

Press Alt + F10 to move to the toolbar

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

Posting Number: DAS2500032 ✓

Kanawha County ✓

1 Vacancy ✓

Position Number: 0608PR0019 ✓

Characters : 646

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

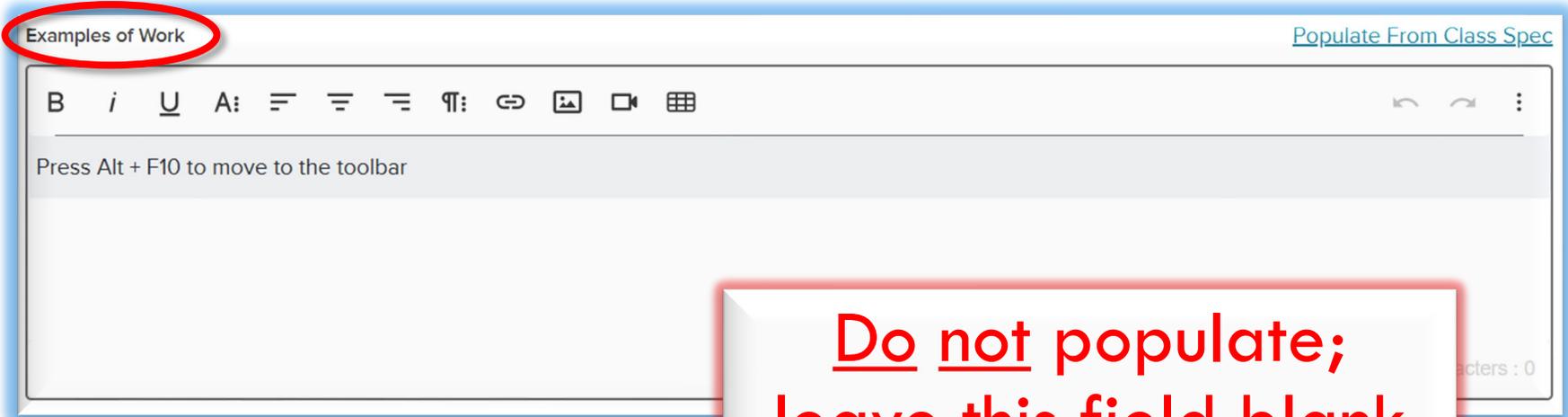
Vacancies: 3

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 to Posting** language

Examples of Work



The screenshot shows a text editor window with the title "Examples of Work" circled in red. The window includes a toolbar with icons for bold (B), italic (i), underline (U), text color (A:), bulleted list, numbered list, indent, link, unlink, insert image, insert video, and insert table. A message "Press Alt + F10 to move to the toolbar" is displayed below the toolbar. The text area is currently blank. In the top right corner, there is a link "Populate From Class Spec". In the bottom right corner, the text "acters : 0" is visible.

**Do not populate;
leave this field blank**

Minimum Qualifications

Minimum Qualifications [Populate From Class Spec](#)

B *i* U A: = = = ¶: ↻ 🖼️ 📺 📄

Press Alt + F10 to move to the toolbar

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 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 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

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

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

Other Information

Other Information [Populate From Class Spec](#)

B *i U A: [alignment icons] [link icon] [image icon] [video icon] [table icon]*

Press Alt + F10 to move to the toolbar

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

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

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

Other Information

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

Other Information

B *i* U A: = = = ¶: ⌂ ☰

Press Alt + F10 to move to the toolbar

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

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



Other Information

Other Information [Populate From Class Spec](#)

B *i* U A: [font size] [font color] [font style] ¶: [bullet] [link] [image] [video] [table]

Press Alt + F10 to move to the toolbar

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

Email applications to Paula Dickens at paula.j.dickens@surgeon.gov
or
Mail to:
Paula Dickens
1124 Smith St.
Charleston, WV 25301

Please include posting number **DAS2500032** on your application.

Make sure the posting number is **BOLD**

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

Location of Vacancy

* LOCATION OF VACANCY

- BARBOUR
- BERKELEY
- BOONE
- BRAXTON
- BROOKE
- CABELL
- CALHOUN
- CLAY
- DODDRIDGE
- FAYETTE
- GILMER
- GRANT
- GREENBRIER
- HAMPSHIRE
- HANCOCK
- HARDY
- HARRISON
- JACKSON
- JEFFERSON
- KANAWHA

Nature of Work

[Populate From Class Spec](#)

B i U A: = = = ¶: ↻ 📷 📺 📅

Press Alt + F10 to move to the toolbar

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. Performs related work as required.

Posting Number: DAS2500032

Kanawha County

1 Vacancy

Position Number: 0608PR0019

Characters : 646

Select all the counties you listed
under the **Nature of Work** section

- CLAY
- DODDRIDGE
- FAYETTE
- GILMER
- GRANT
- GREENBRIER
- HAMPSHIRE
- HANCOCK
- HARDY
- HARRISON
- JACKSON
- JEFFERSON
- KANAWHA
- LEWIS
- LINCOLN
- LOGAN

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

Nature of Work

[Populate From Class Spec](#)

B *i* U A: = = = ¶: ↻ 🖼️ 📺 📄

Press Alt + F10 to move to the toolbar

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. Performs related work as required.

Posting Number: DAS2500032

Counties: Fayette, Kanawha, Lincoln, Putnam

1 Vacancy

Position: 0608PR0019

Characters : 668

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

DO NOT CHANGE:

Minimum Salary

Maximum Salary

Per and Based on

Show Salary Breakdown

Salary Display

Auto Update

Automatically update salary range information from Class Spec

* Minimum Salary

Maximum Salary

* Per

* Based On hours per year

*Show Salary Breakdown

Hourly

Daily

Weekly

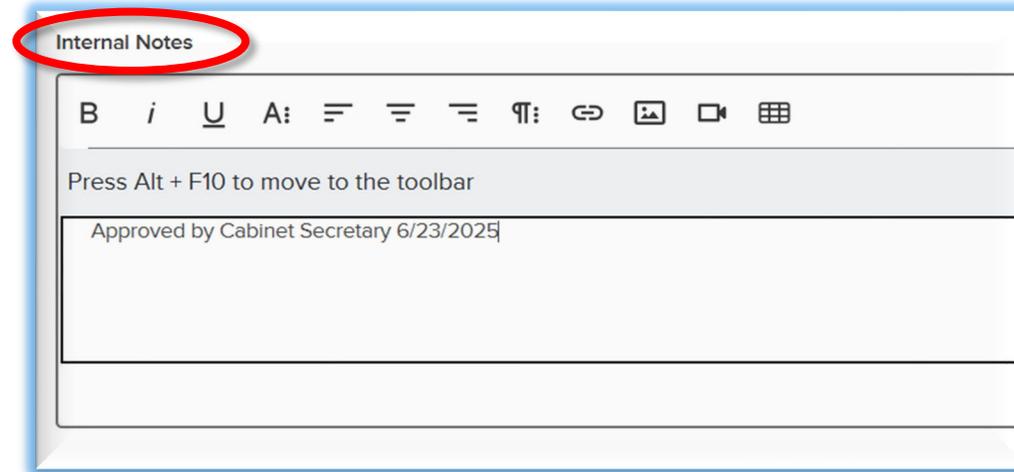
Biweekly

Semi-Monthly

Monthly

Annually

Internal Notes



The screenshot shows a web form titled "Internal Notes". The title is circled in red. Below the title is a rich text editor toolbar with icons for Bold (B), Italic (i), Underline (U), Text color (A:), Background color, Bulleted list, Numbered list, Indent, Link, Image, Video, and Table. Below the toolbar is a text area containing the text "Approved by Cabinet Secretary 6/23/2025".

Cabinet Secretary approval language (if applicable)

*** Internal Notes** section of *Posting*, must match **Comment Section** of *Requisition*

* Supplemental Questions

OFF ON

Will overtime be paid until job is filled ?

Reset

DO NOT CHANGE:

Supplemental Questions

Will overtime be paid?

Click Save

ADD JOB POSTING

New Job Posting

Cancel Save & Close

Job Details

Field marked with an asterisk (*) are required

* Exam Plan

Create New

Select Existing

Job Status

Draft Archived Accept Online Applications Show Closing Date/Time Continuous

JOB NO. DAS2400032 Expired

Procurement Specialist

Hits	Active	Total
180	0	0

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

[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 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. Serves as a P-Card Coordinator within DHS, overseeing financial activities for multiple agencies and facilities. Requires prior experience as a P-Card holder, coordinator, or sub-coordinator.
Other duties as assigned.

ADVERTISE TO
Sat. 03/30/24 11:59 PM Eastern Time

MONTHLY
\$2,694.67 - \$4,985.00

ANNUALLY
\$32,336.00 - \$59,820.00

JOB TYPE
Full-Time Permanent

[Edit Job](#) [... Actions](#)

Select **Actions** then **Print** to save a copy of posting as a PDF

Remember:



Any changes to job postings require uploading a new Job Posting PDF to the requisition



Job posting formatting should be neat and free of typos



Job postings should not be scheduled to open on weekends or non-business days

JOB POSTING'S 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 Number**
 - **Position Number**
 - **Number of Vacancies**
 - **County/Counties**

JOB POSTING'S CHECKLIST

Examples of Work: leave blank

Minimum Qualifications: auto-populated

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

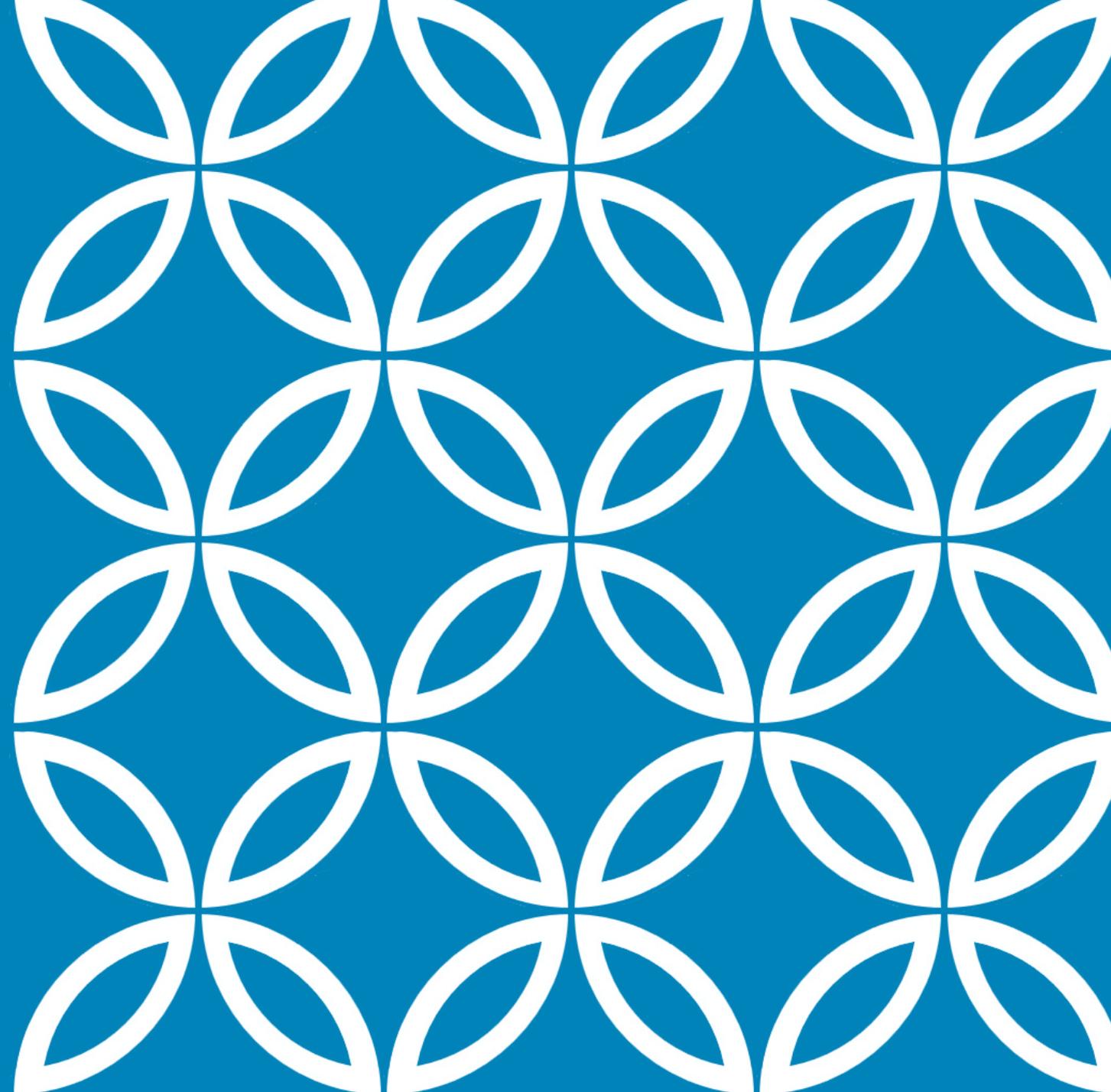
- **Contact information (email and mailing address)**
- **Special language:**
 - Please include posting number _____ on application.
 - **Please note: Applications of covered state employees, mailed to DOP or completed via DOP's online method, are not forwarded to WVDCR.**

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
HIRING CENTER
(OHC)

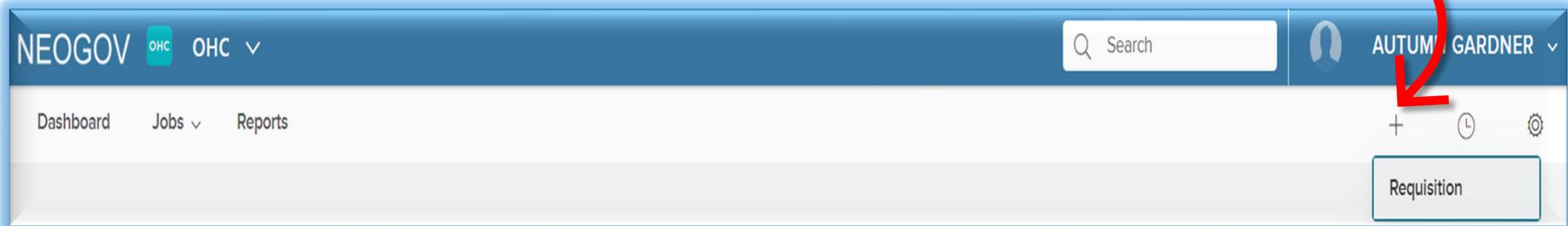


After a job posting has been created, the next step is to create a requisition to accompany the job posting

To create a requisition, navigate to the **Hiring Center (OHC)** section



Click the + under your name at
the top right of the page



Requisition #: same as job posting number

Department/Division: facility name

Class Spec: job title

Hiring Manager: person responsible for register/job posting

Job Type: Full-Time Permanent

Requisition Details

* Fields are required.

Requisition #

DAS2600034

* Department/Division

DHS - Division of Administrative ...

* Class Spec ⓘ

Procurement Specialist (7202)

Working Title

Desired Start Date

MM/DD/YYYY

* Hiring Manager

AUTUMN GARDNER Find a hiring manager

* Job Type

Full-Time Permanent

List Type

- Make selection -

Number of Vacancies

1

Number of Vacancies: same as number of positions

Position Number(s): the number assigned to position

Posting/Requisition Number: job posting number

Enter the county/counties: matches counties listed under Nature of Work on Job Posting

* Position Number(s)	Section
<input type="text" value="0623PR1161"/>	<input type="text"/>
Unit	Full-Time Equivalent
<input type="text"/>	<input type="text"/>
* Posting/Requisition Number	* Enter the county or counties in which the vacancy is located.
<input type="text" value="DAS2600034"/>	<input type="text" value="Kanawha County"/>



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 

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.

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)

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

Position Details

New Position?

Yes No

[+ Add Position Detail](#)

Comment

Approved by Cabinet Secretary 4/1/2024.

*** Comment section of *Requisition*, must match Internal Notes section of *Posting***

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

NEOGOVS OHC OHC v Search AUTUMN GARDNER v

Create Requisition

X Cancel Save & Close **Save & Continue to Next Step**

1. CREATE 2. APPROVALS 3. ATTACHMENTS

Next, add the 3 levels of approval

* Approval Group

DHS - DAS/DJCS - DEPARTMENT

* Approvers

AUTUMN GARDNER MELISSA VANCE Search Approvers

Add Approval Step Cancel

* Approval Group

DHS - DAS/DJCS - CABINET

* Approvers

SHARON HAYES LIA DYER Search Approvers

Add Approval Step Cancel

* Approval Group

DOP - Class & Comp

* Approvers

DOP Approver Search Approvers

Add Approval Step Cancel

Approvers:

(Facility) Department Level:

Melissa Vance

Autumn Gardner

(Facility) Cabinet Level:

Sharon Hayes

Lia Dyer

DOP Level:

DOP Approver

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

The screenshot displays the NEOGOV OHC user interface. At the top left, the logo 'NEOGOVS OHC OHC' is visible. A search bar with the text 'Search' is located at the top right, next to the user name 'AUTUMN GARDNER'. The main heading of the page is 'Create Requisition'. Below this heading, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Continue to Next Step'. The 'Save & Continue to Next Step' button is highlighted with a red circle. Below the buttons, a progress bar shows three steps: '1. CREATE', '2. APPROVALS', and '3. ATTACHMENTS', each with a checkmark. The 'APPROVALS' step is currently active and highlighted in a darker teal color.

Attachments:

Job Bulletin from Insight

Justification to Post (if applicable)

Special Form (if applicable)

Only attach PDF documents; word documents cannot be opened
Always attach corrected/updated postings

Save & Submit

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.

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

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.”

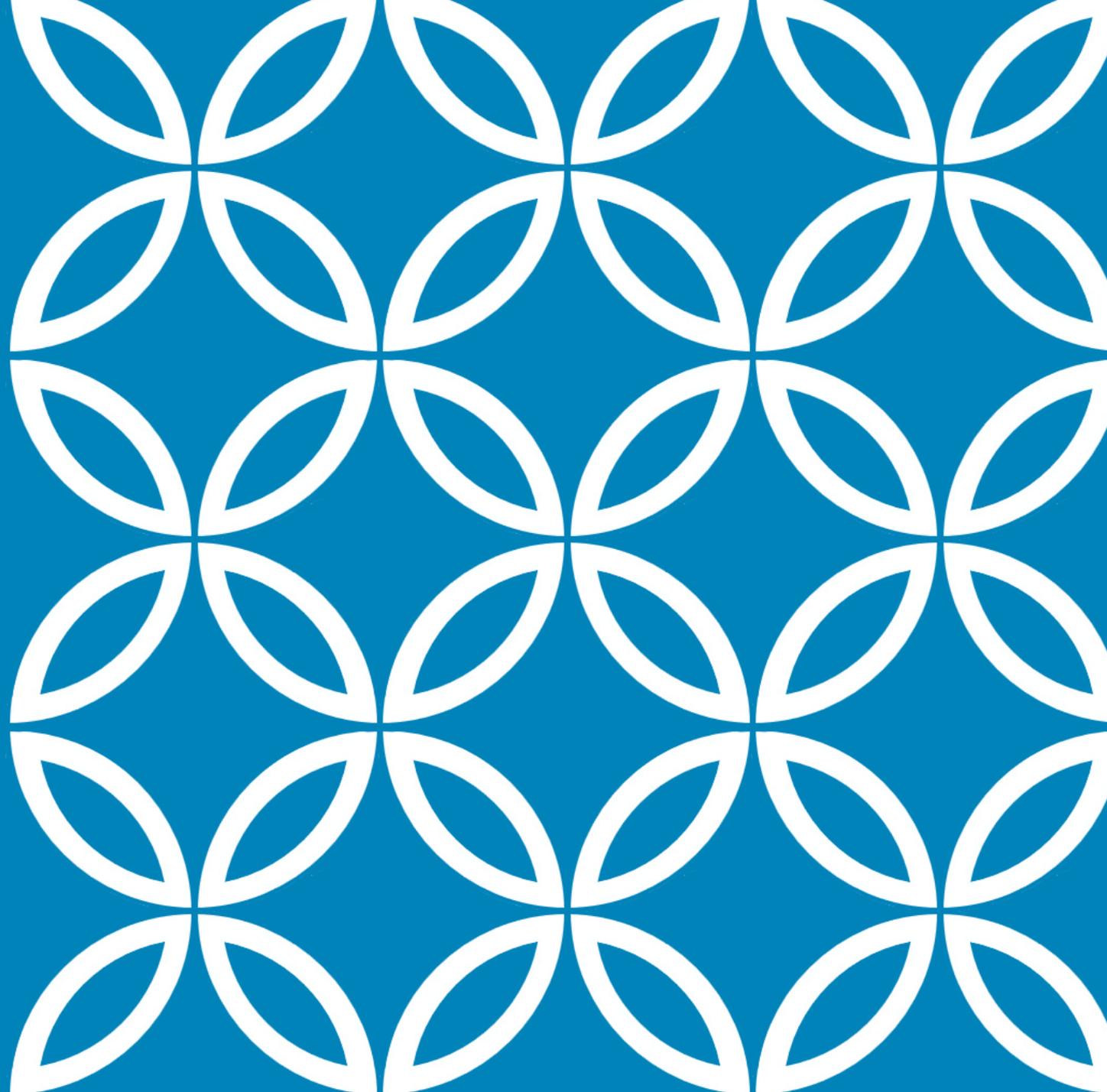
Approval levels:

- 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)

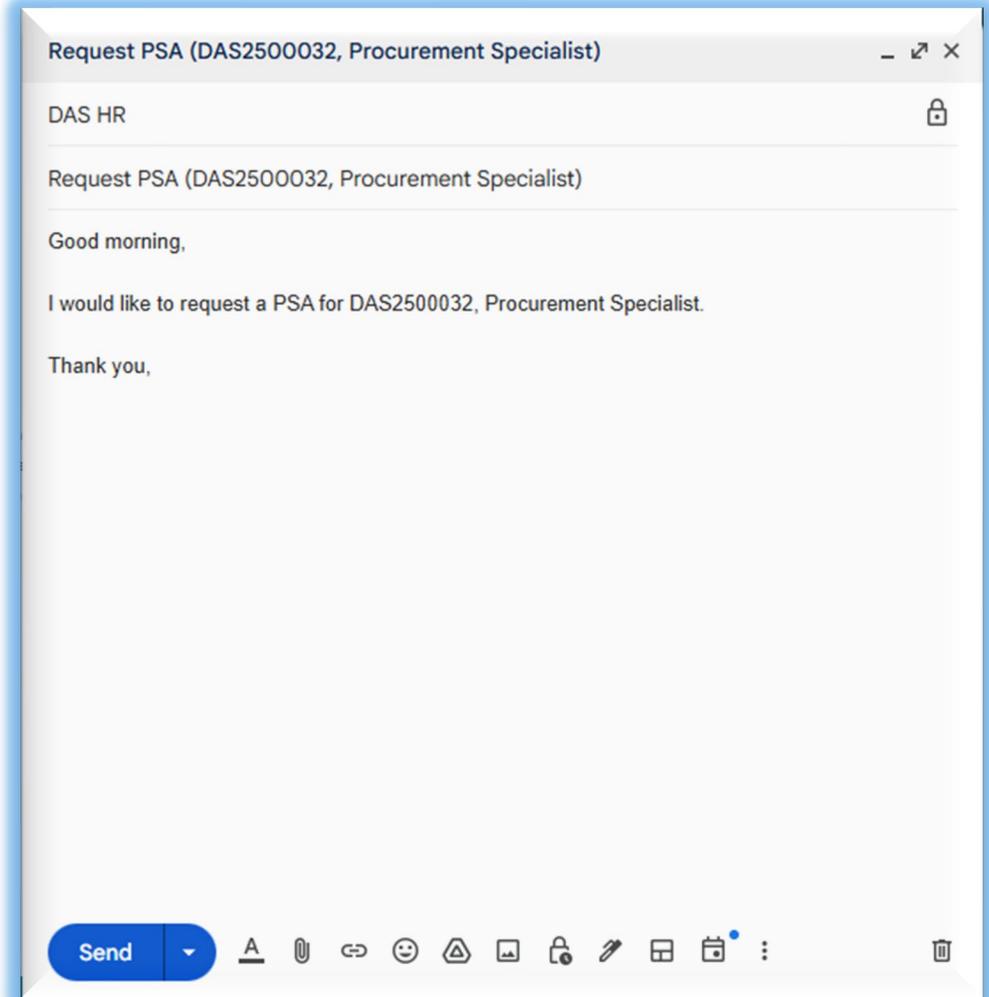
REQUESTING PUBLIC
SERVICE
ANNOUNCEMENTS
(PSA)



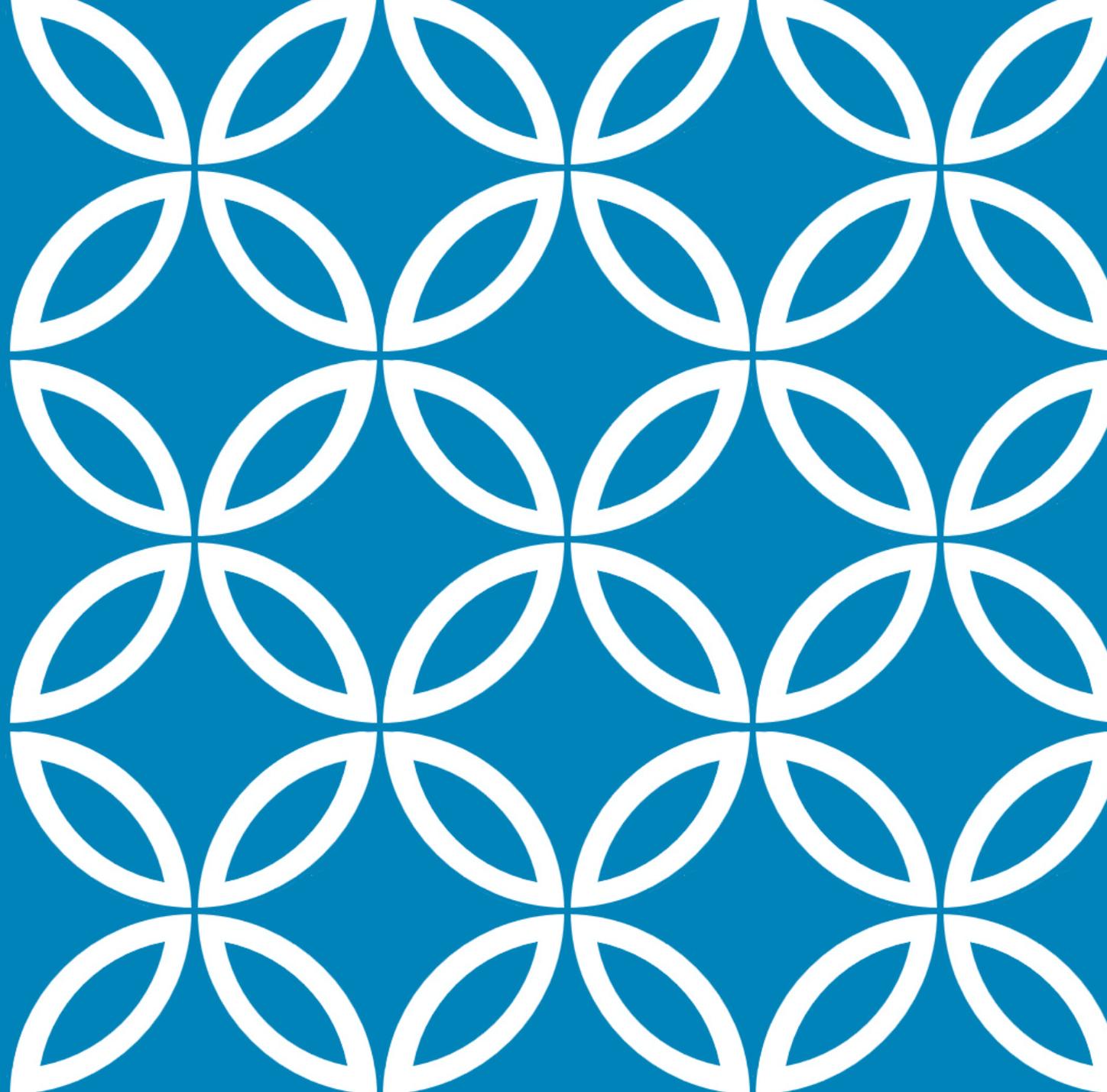
All Public Service Announcements (PSA) must be requested through the Division of Administrative Services

Send email to: DASHR@wv.gov

Subject: Request PSA (Job Posting Number and Job Title)



TRUE OR FALSE



All postings require a justification prior to posting.

True

False

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



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

True

False

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



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

True

False

Promotional Postings are only advertised at
DCR locations.



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

True

False

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



Always add: “*Alternate posting to (posting #) CO 2 and (posting #) CO 3*” in the *Other Information* section of CO 1 postings.

True

False

Always add: “Alternate posting to (posting #)
CO 2 and (posting #) CO 3” in the *Nature of
Work* section of CO 1 postings.



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

True

False

Job Bulletins must be attached to all requisitions.



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

True

False

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



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

True

False

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



When a posting is created with the wrong posting number, a completely new posting must be created.

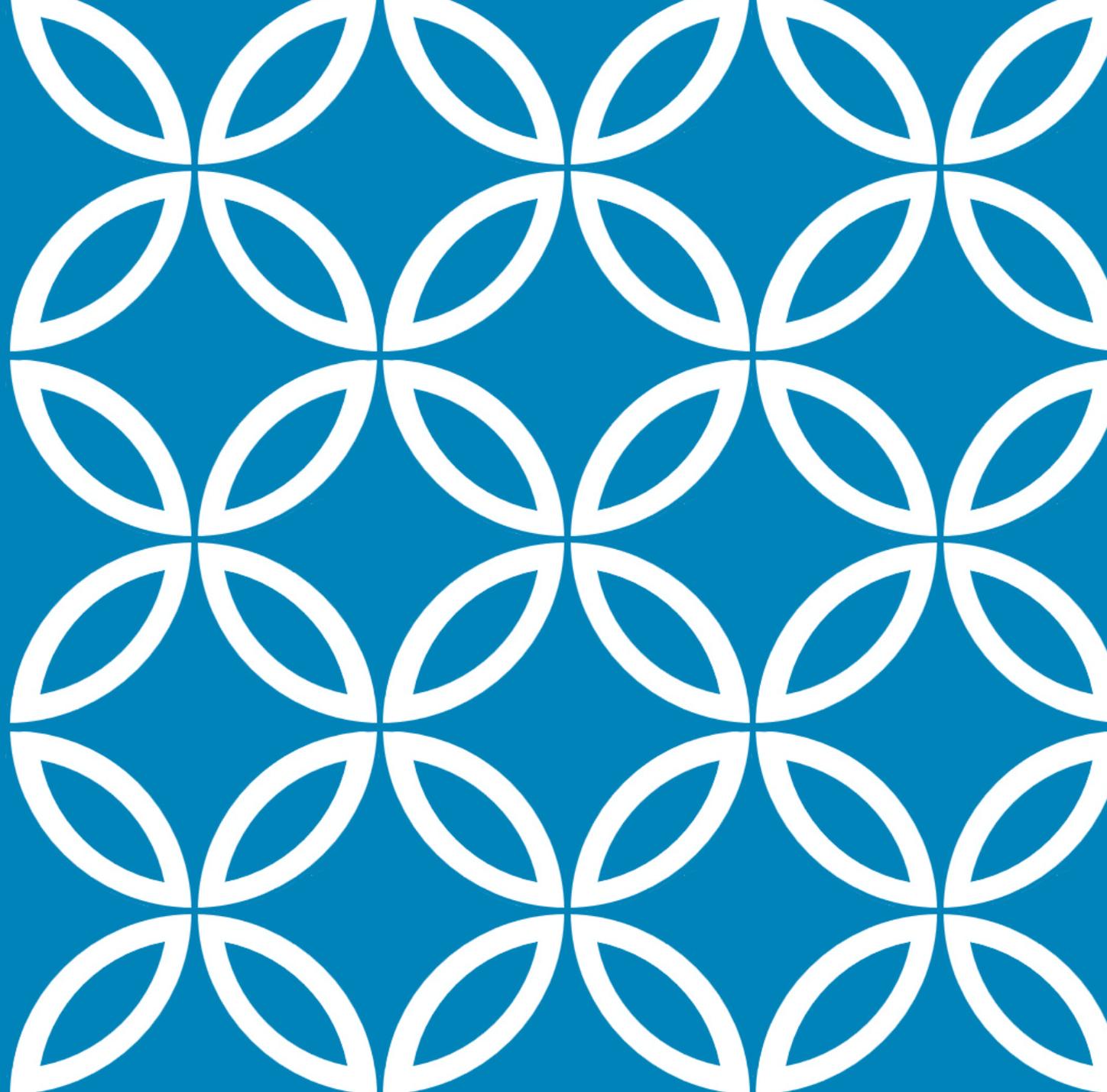
True

False

When a posting is created with an incorrect posting number, or any other errors, correct the original posting; a new posting should not be created.



APPLICATIONS AND REGISTERS



In Hiring Center (OHC)...



enter Posting Number

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 document icon and the text "Requisition Detail" followed by "Procurement Specialist (DAS2400034 PSA)" and a blue "Open" button. To the right are buttons for "Copy", "Print", and "Cancel Req". Below this is a navigation bar with tabs: "Requisition Information", "Approvals", "Hire Workflow", "Candidates" (circled in red), and "History". A red arrow points from the text above to the "Open" button. The main content area is titled "Candidates" and features a donut chart showing "9 TOTAL" candidates, with "Referred : 9" indicated below it. A note icon in the top right corner says "There is 1 note".

If the register shows as “Hold,” candidates have not yet been uploaded to the requisition



Requisition Detail

Procurement Specialist (DAS2400034 PSA) **On Hold**

[Copy](#) [Print](#) [Cancel Req](#)

[Requisition Information](#) [Approvals](#) [History](#)

Requisition Information

Requisition Number DAS2400034 PSA	Division N/A	Department DHS - Division of Administrative Services
Working Title N/A	Job Type N/A	Class Spec Procurement Specialist (7202)
Vacancies 1	Desired Start Date N/A	List Type N/A
Owner MELISSA VANCE	Hiring Manager MELISSA VANCE	EEO/Census Data Template N/A

If the register shows as “Cancelled,” there will be 0 candidates available



Requisition Detail

Procurement Specialist (DAS2400034 PSA) Cancelled

Copy Print Cancel Req

Requisition Information

Approvals

Hire Workflow

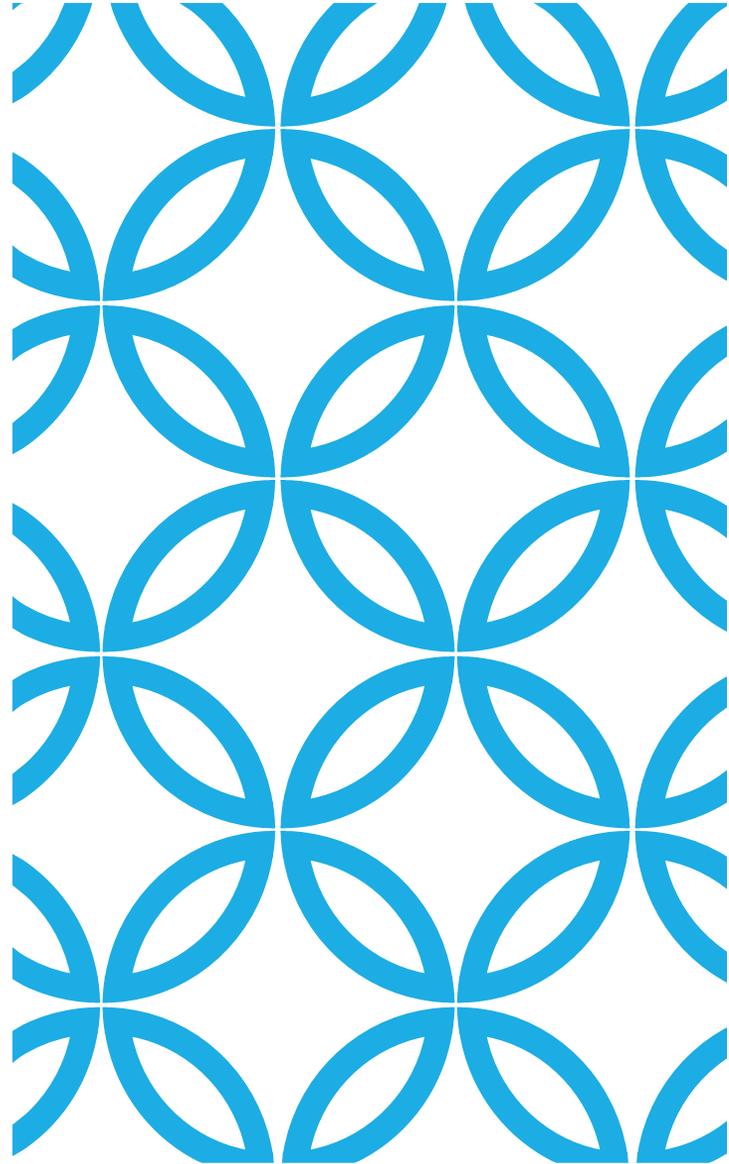
Candidates

History

Candidates

There is 1 note

0
TOTAL



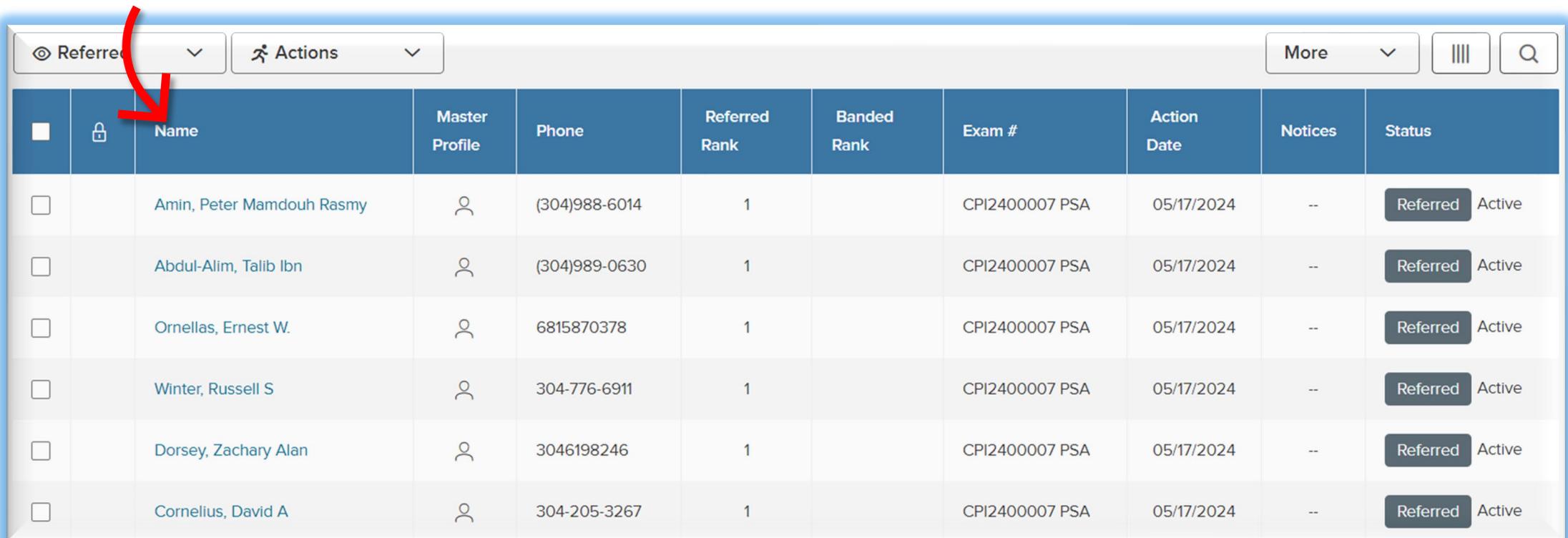
ACCESSING REGISTERS

In Hiring Center (OHC)...



enter Posting Number

If candidates are available,
scroll down to the list of names



The screenshot displays a table with the following columns: Name, Master Profile, Phone, Referred Rank, Banded Rank, Exam #, Action Date, Notices, and Status. The 'Name' column is highlighted with a red arrow. The table contains six rows of candidate data, each with a checkbox in the first column and a 'Referred' button followed by the status 'Active' in the last 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

Select all records, ensuring records on all pages are included

9 record(s) are selected.

More ▾  

Clear Selection

<input checked="" type="checkbox"/>		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 Items per page

Showing 1-9 of 9 items

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



Requisition Detail

Procurement Specialist (DAS2400034 PSA) [Open](#)

[Copy](#) [Print](#) [Cancel Req](#)

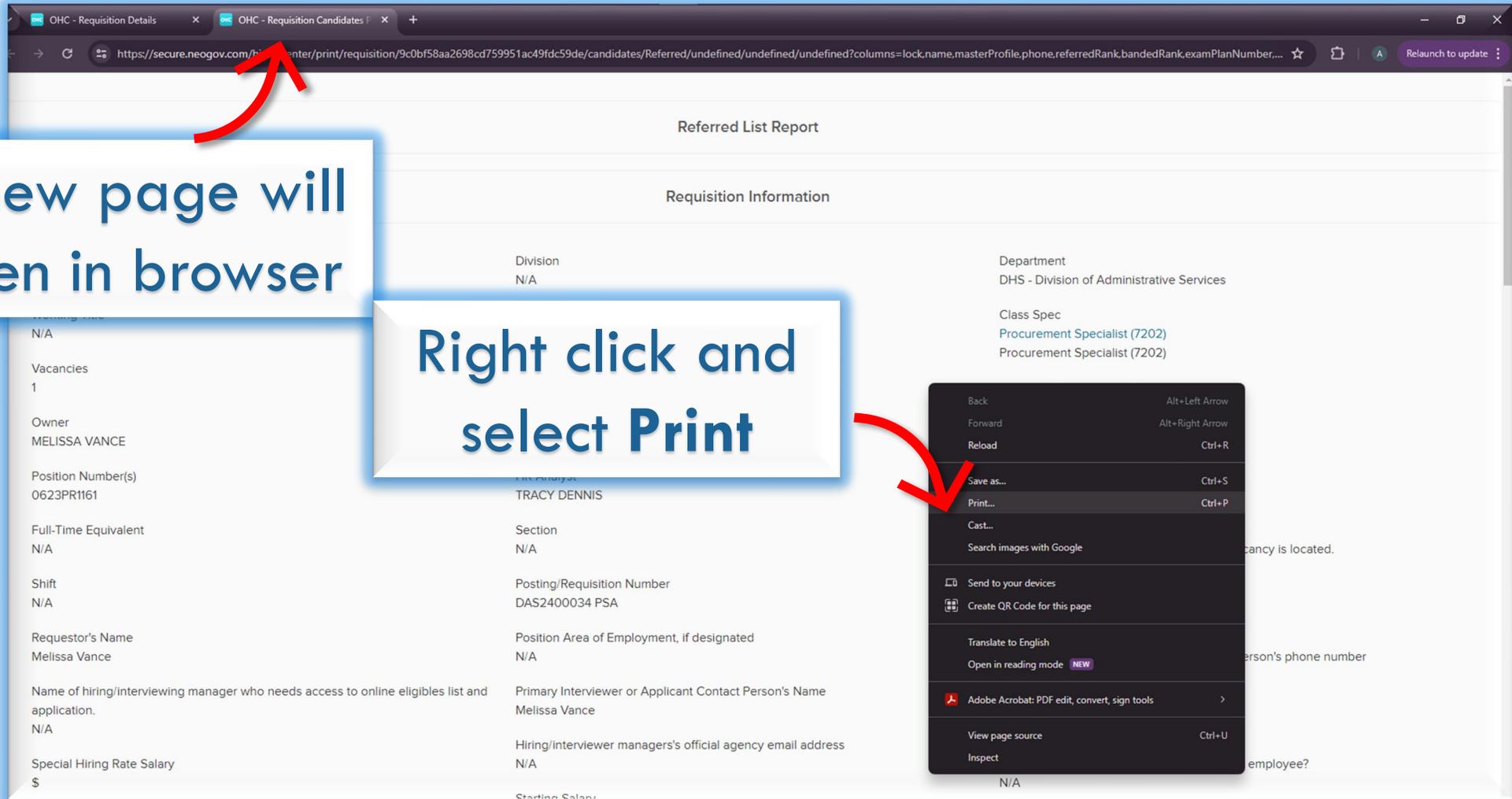
Requisition Information

Approvals

Hire Workflow

Candidates

History



A new page will open in browser

Right click and select **Print**

“Save as PDF”

Save As

This PC > Documents > Applications

Organize New folder

- Desktop
- Downloads
- Documents
- Pictures
- Google Drive
- 10.26.2022
- DCR Orientation
- Training
- Unemployment
- OneDrive
- This PC
- Network

Name Date modified Type Size

No items match your search.

File name: Register - DAS2400034 PSA

Save as type: Adobe Acrobat Document

Save Cancel

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

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's 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 3/6/2024	

Comments
Approved by the Cabinet Secretary 3/26/2024

Print

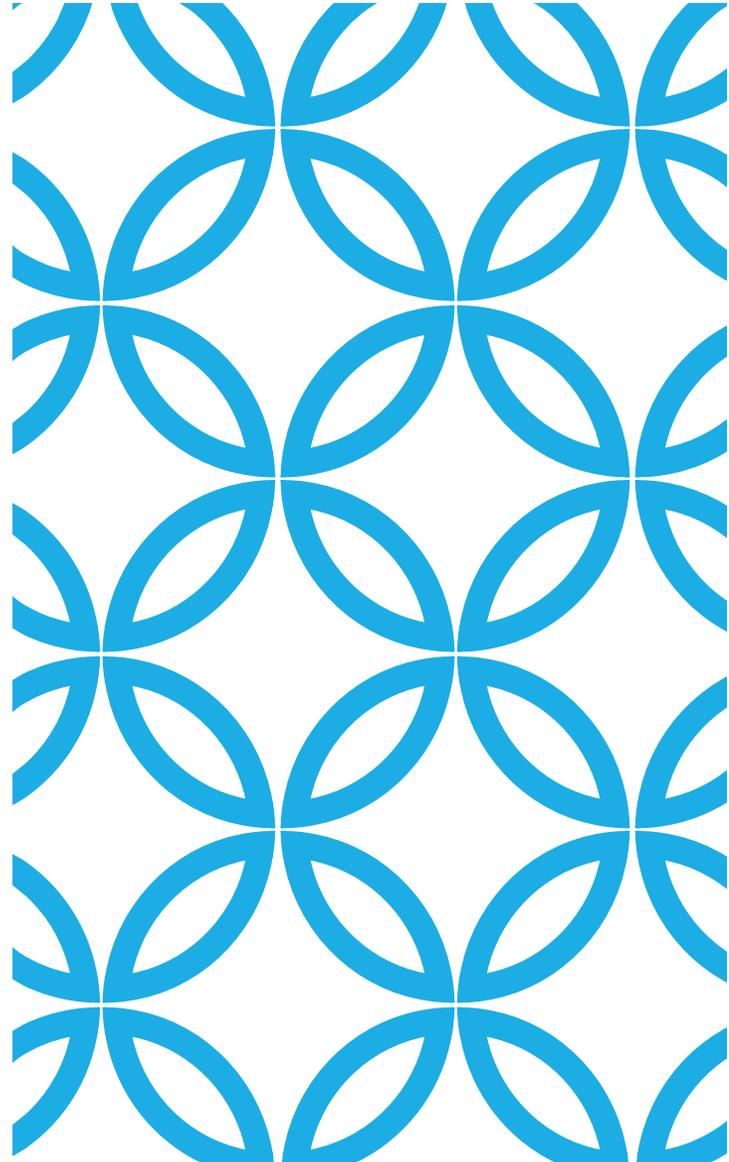
Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Save Cancel



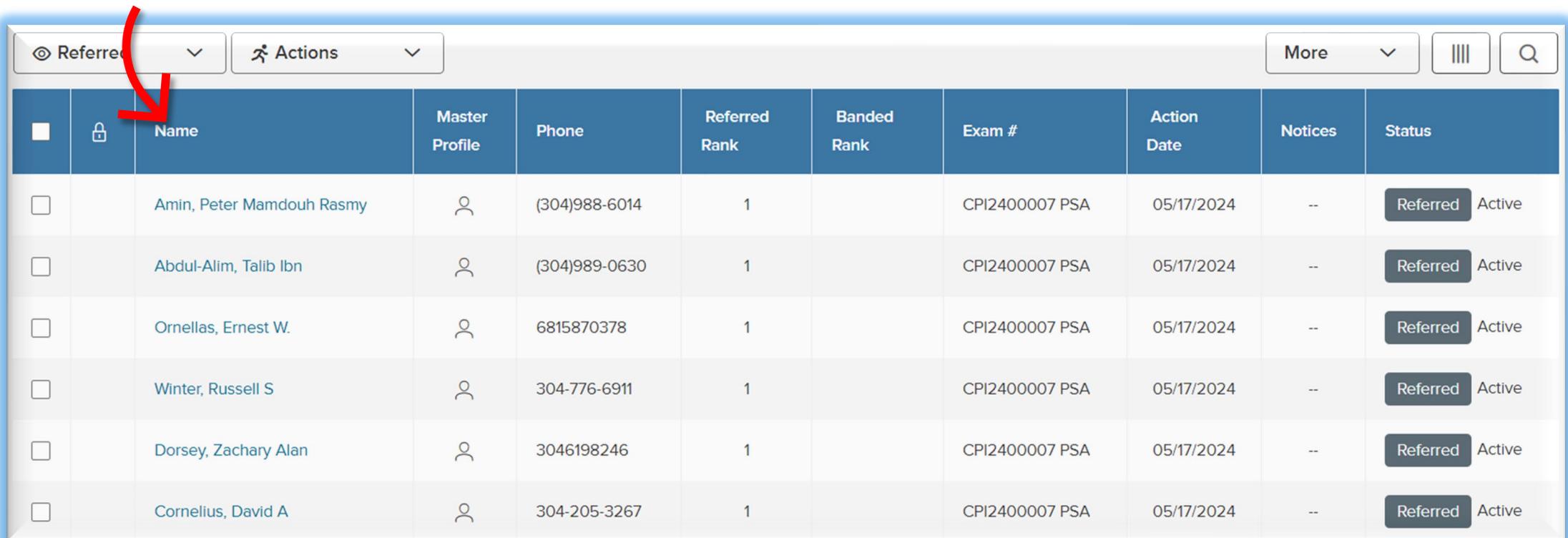
ACCESSING APPLICATIONS

In Hiring Center (OHC)...



enter Posting Number

If candidates are available,
scroll down to the list of names



The screenshot displays a table with the following columns: Name, Master Profile, Phone, Referred Rank, Banded Rank, Exam #, Action Date, Notices, and Status. The 'Name' column is highlighted with a red arrow. The table contains six rows of candidate data, each with a checkbox in the first column and a 'Referred' button followed by the status 'Active' in the last 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

Select all records, ensuring records on all pages are included

9 record(s) are selected.

More ▾

☰ 🔍

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.

Referred

Actions

- Reject
- Move to Interview
- Move to Offered
- Move to Hire
- Print Apps

		Name	Phone	Referred Rank	Banded Rank	Exam #	Action 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

More

Clear Selection

First Previous 1 Next Last 10 Items per page

Showing 1-9 of 9 items

**Select Create PDF
with Applications
and Attachments**

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**

Follow the **view** link to access the applications

Print Applications



Job #	Job Title	Total Applications	Report Type	Start Time	End Time	PDF
DAS2400034 PSA	Procurement Specialist -DHS - Division of ...	9	Applications Only	05/30/2024 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			Applications Only	05/13/2024 11:05 AM	05/13/2024 11:06 AM	View
9202Cas			Applications Only	05/13/2024 10:59 AM	05/13/2024 10:59 AM	View
9206Cas			Applications Only	05/06/2024 03:19 PM	05/06/2024 03:19 PM	View
8905Zas			Applications Only	03/22/2024 09:46 AM	03/22/2024 09:47 AM	View
7984DSas			Applications Only	03/14/2024 11:27 AM	03/14/2024 11:27 AM	View
7202Vas			Applications Only	03/05/2024 08:45 AM	03/05/2024 08:45 AM	View

Once the applications are finished processing, the Job Number will populate and the applications will be ready to view

First Previous

Showing 1-8 of 8 items

Save As

This PC > Documents > Applications

Search Applications

Organize New folder

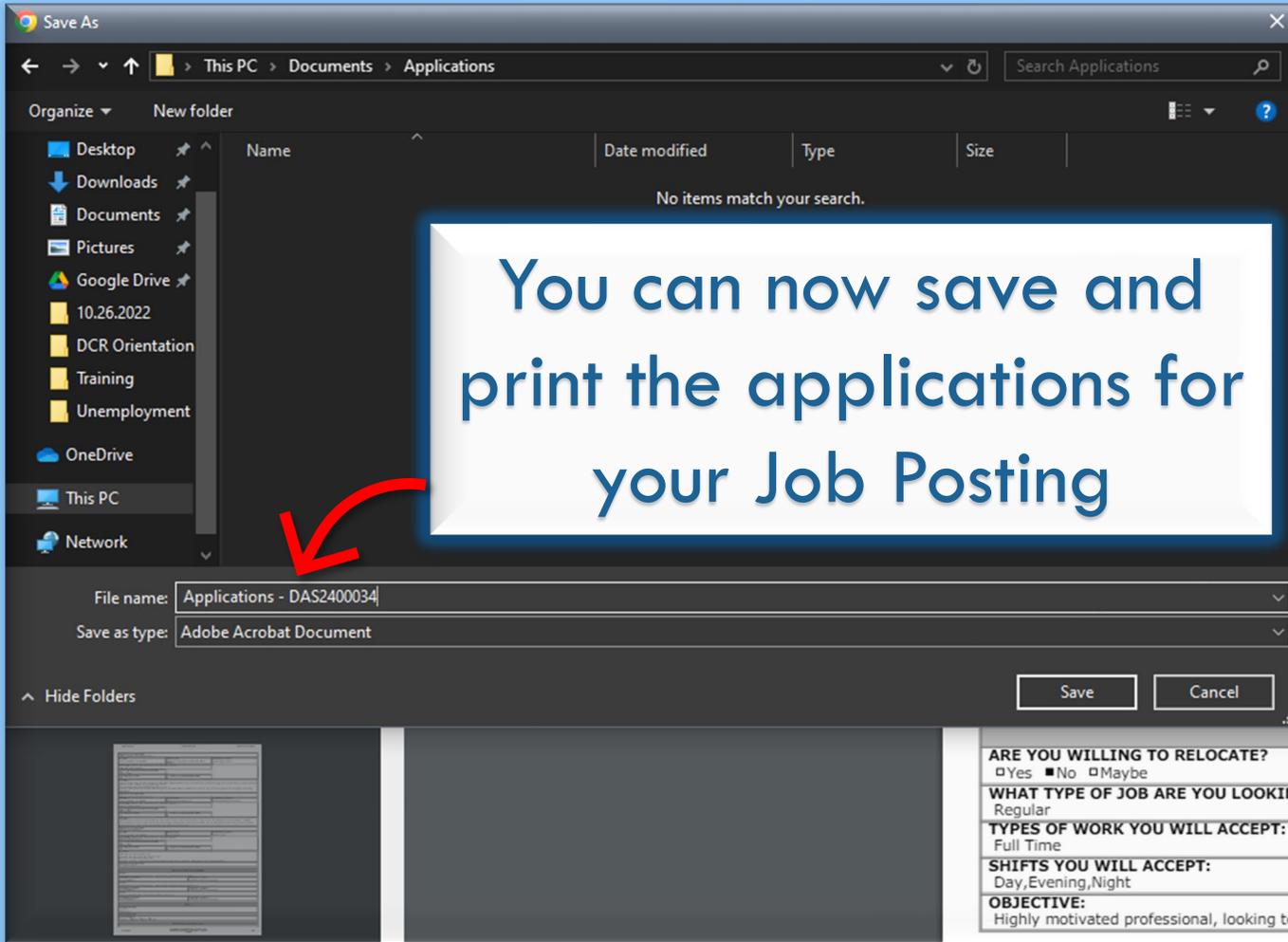
Desktop Downloads Documents Pictures Google Drive 10.26.2022 DCR Orientation Training Unemployment OneDrive This PC Network

No items match your search.

File name: Applications - DAS2400034

Save as type: Adobe Acrobat Document

Save Cancel



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

Person ID: 57721611 Received: 4/17/24 4:32 PM

EMPLOYMENT APPLICATION

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

Received: 4/17/24 4:32 PM
For Official Use Only:
QUAL: _____
DNQ: _____
 Experience
 Training
 Other: _____

Carpenter, Melinda W
4 PSA PROCUREMENT SPECIALIST -DHS - DIVISION OF ADMINISTRATIVE SERVICES - KANAWHA COUNTY

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

n?

PREFERENCES

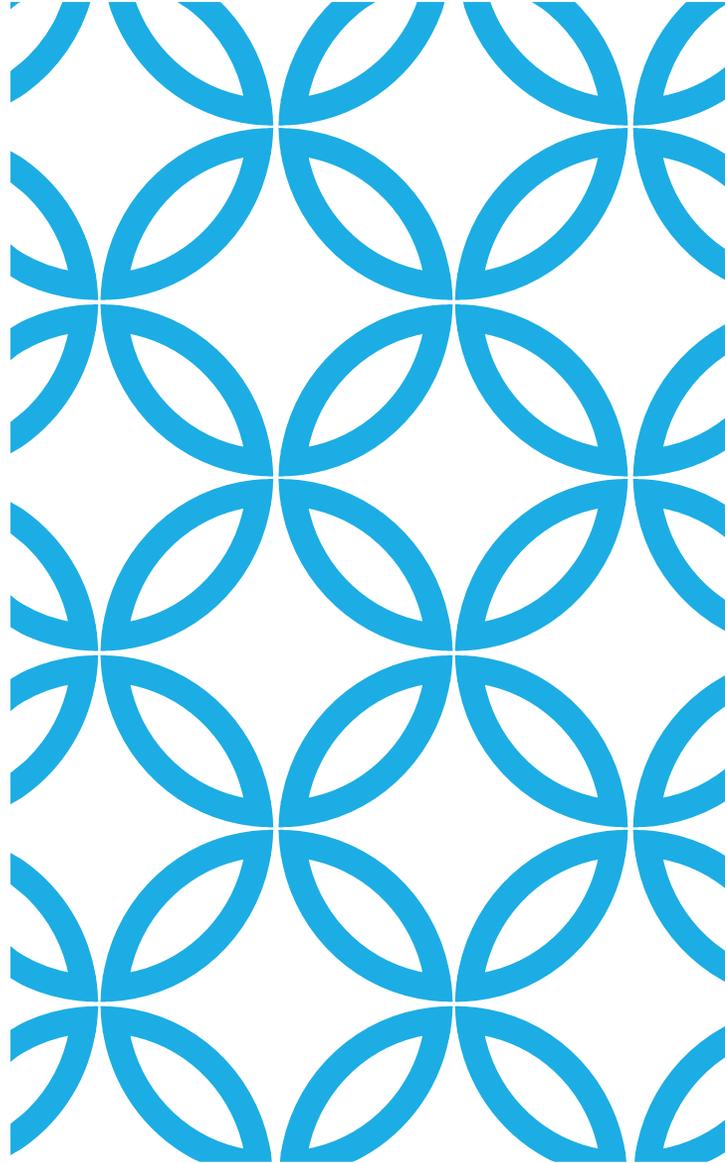
ARE YOU WILLING TO RELOCATE?
 Yes No Maybe

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

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

DNQ: Does not Qualify per minimum qualifications

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 CONTINUED...

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**

In Hiring Center (OHC)...



enter Posting Number

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

<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

Person ID: 52959976 Referred

→ Next

⚙️ Actions ▾

🖨️ Print

Cancel

Application

Questions

Notices

Hi

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

Select **Move to Offered** if the candidate is selected for the position

Application Questions Notices History Notes

→ Next Actions Print Cancel

Reject
Move to Interview
Move to Offered
Move to Hire

General Information

Contact Information

1530 Lewis Street
Charleston, WV 25311
US

mike.martin.wv@gmail.com

304.951.1033 primary
304.807.6633 alternate

Personal Information

Date of Birth
08/17

Driver's License
Yes
WV , Class A

Highest level of education
Doctorate

Select **Reject** to code the rejection reason

Martin, Richard
Person ID: 23100115

Application Questions Notices History Notes

General Information

Contact Information

1530 Lewis Street
Charleston, WV 25311
US

mike.martin.wv@gmail.com

304.951.1033 primary
304.807.6633 alternate

Personal Information

Date of Birth
08/17

Driver's License
Yes
WV , Class A

Highest level of education
Doctorate

→ Next Actions Print Cancel

- Reject
- Move to Interview
- Move to Offered
- Move to Hire

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 document any required information

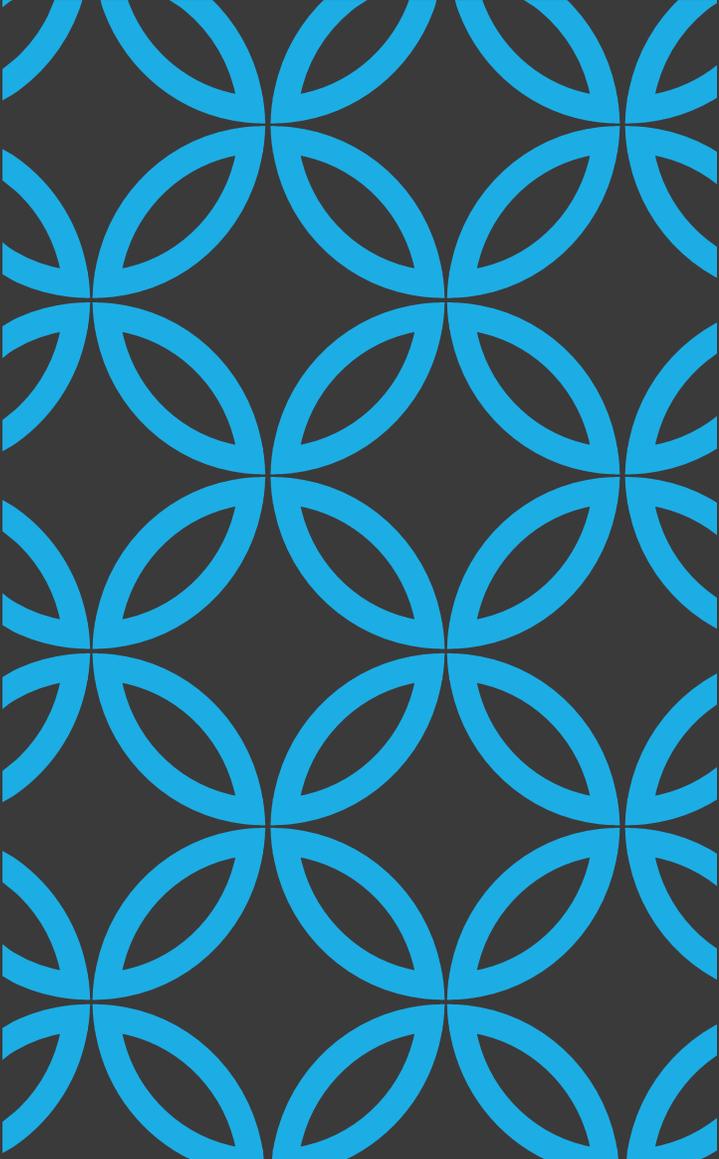
Requesting Additional Names:

Before requesting additional names, you must work and code the outstanding register

Enter a new requisition in NEOGOV without any approvers on the requisition

Add - A, B, C, etc. to the requisition number to denote that this is a new addition to the existing register

A new list will be referred to the requestor within four business days



CONTACT US

Please reach out via chat, email, or phone to:

melissa.d.vance@wv.gov

304.352.0193

autumn.r.gardner@wv.gov

304.414.3402