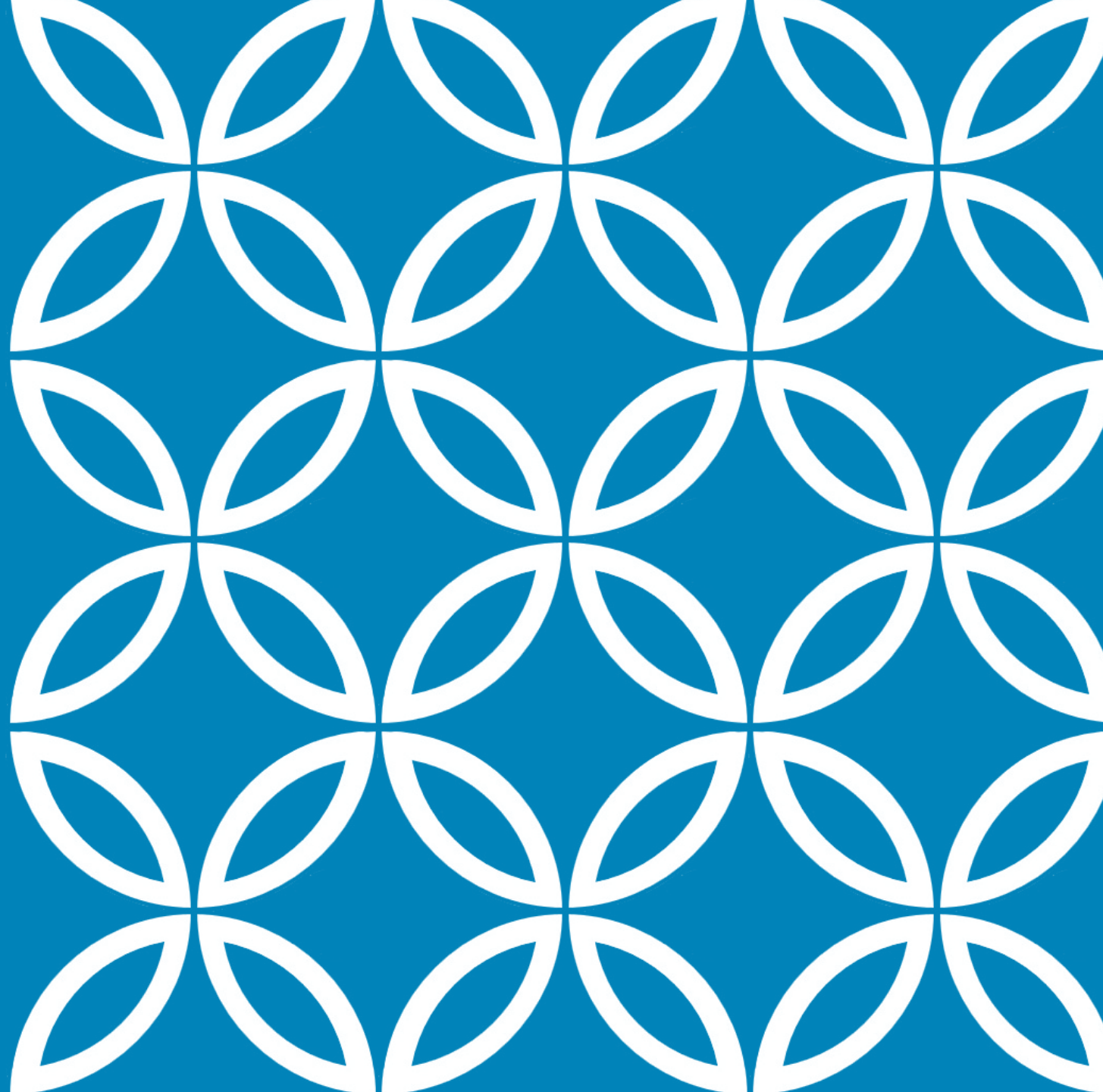


NEO-GOV: TALENT ACQUISITION NEW HIRE TRAINING

**Division of Administrative Services
Position Management**

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.

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 that starts over at the beginning of each Fiscal Year.** 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	Cecia 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	0623PD4830	12/15/2024							
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	Cecia 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.



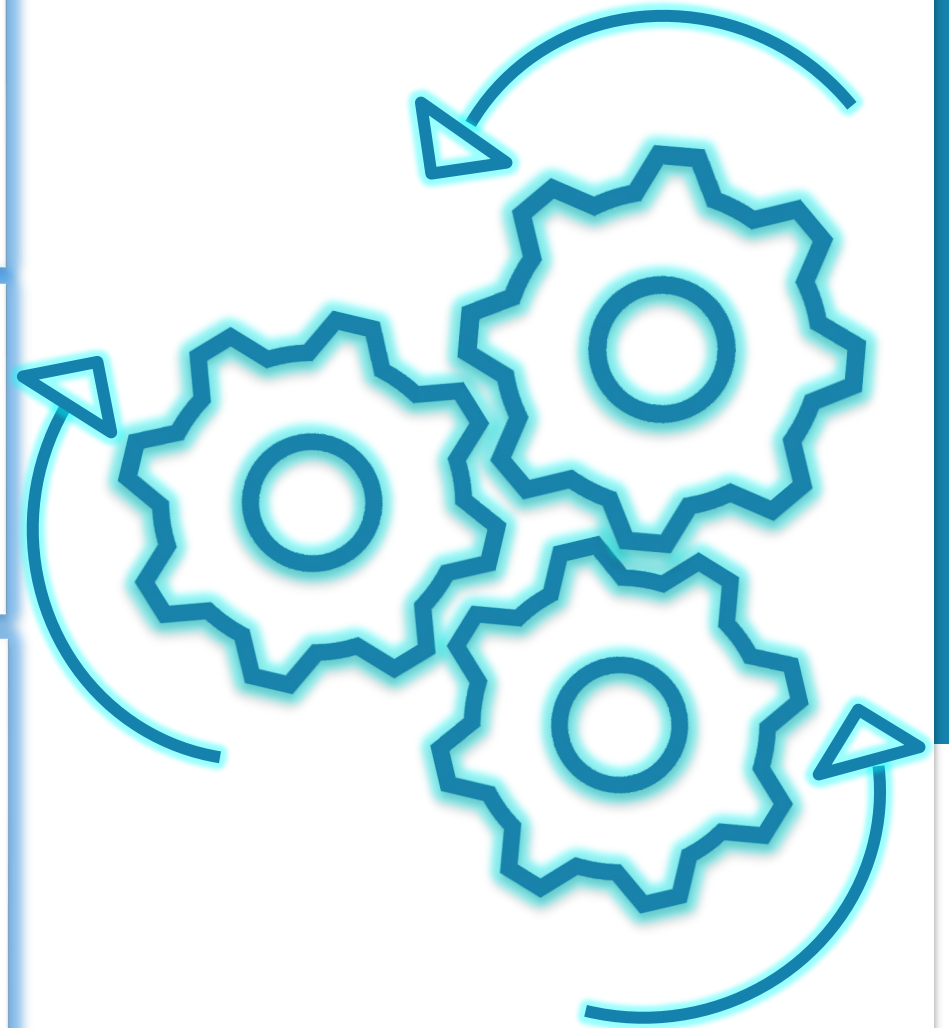
Special forms are good for one year from the approval date; if the position is not filled and needs to be posted again after one year, a new special form is required.

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:

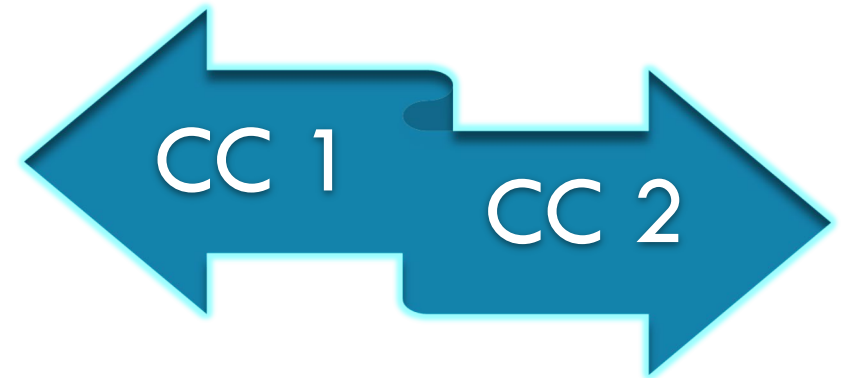
“Alternate to (posting #) CO2 and (posting #) CO3”



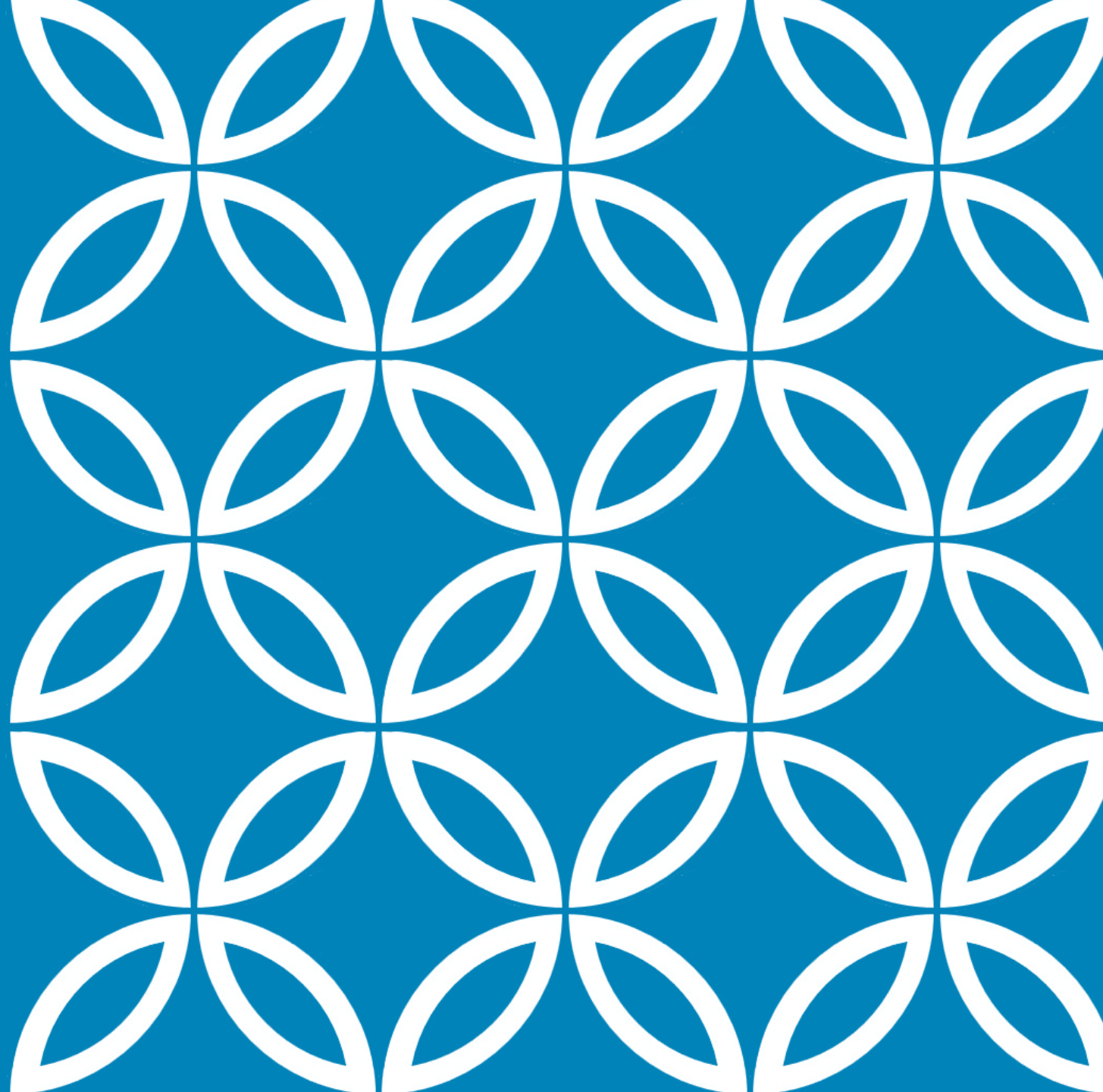
Correctional Counselor 1 and 2 positions have the option of posting together or separately

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)**





DAVID L. KELLY
COMMISSIONER

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



DOUGLAS P. BUFFINGTON, II
ACTING CABINET SECRETARY

To: Tina Desmond, Director

From: Mandy Parsons, Assistant Director - Purchasing

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

[Handwritten signature]
7-11-25

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/>

The screenshot shows the Neogov dashboard for West Virginia. The top navigation bar includes a 'DASHBOARD' header, a search bar, and user information for 'AUTUMN GARDNER'. The main content area is divided into several sections: 'Tasks' (showing zero tasks), 'People' (listing Sharon Hayes as the manager), and 'My Requisitions' (showing counts for Drafts, In Progress, Approved, and Open). A 'Quick Actions' section at the bottom left offers a 'Write a Journal entry' option. The Neogov logo is in the bottom left corner, and 'Terms | Privacy' is in the bottom right corner.

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

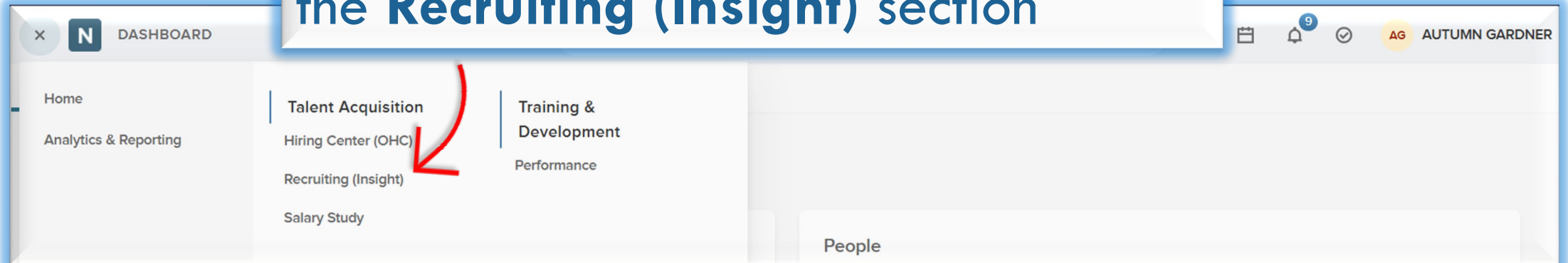
Quick Actions

Write a Journal entry

NEOGOV

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

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



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

RECRUITING (INSIGHT) Search... AG AUTUMN GARDNER

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

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

Search

* Class Spec

Search

* Job Number

Job Number

* Job List

Default Job Listing

* Advertise From

02/27/2025

Division

Search

* Job Title

Job Title

* Job Type

== Select ==

* Exam Type

== Select ==

* Advertise To

02/27/2025

Time

11:59 PM

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 web form with four input fields arranged in a 2x2 grid. The top-left field is labeled 'Department' and contains the text 'DHS - Division of Administrative Services (0623)'. The top-right field is labeled 'Division' and contains the placeholder text 'Search'. The bottom-left field is labeled '* Class Spec' and contains the text 'Procurement Specialist (7202)'. The bottom-right field is labeled '* Job Title' and contains the text 'Procurement Specialist'. Red arrows point from instructional text boxes to the Department, Class Spec, and Job Title fields.

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

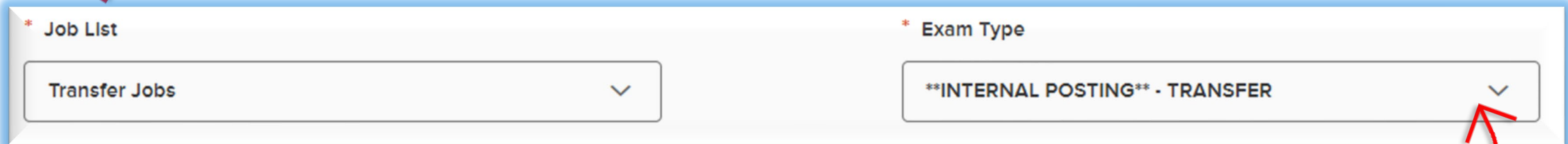


* Job Number	* Job Type
<input type="text" value="DAS2500032"/>	<input data-bbox="1447 753 2364 853" type="text" value="Full-Time Permanent"/>



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

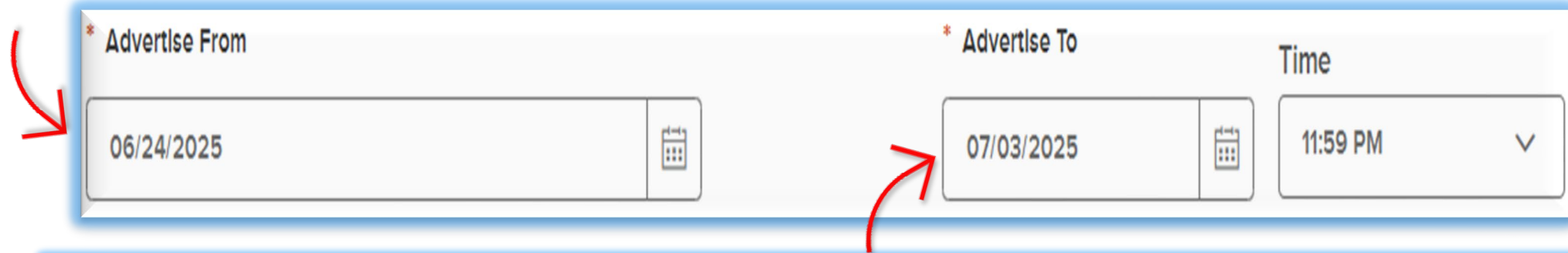
* Exam Type

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' section contains a date field with '06/24/2025' and a calendar icon. The '* Advertise To' section contains a date field with '07/03/2025' and a calendar icon. The 'Time' section contains a dropdown menu showing '11:59 PM' and a downward arrow. Two red arrows are present: one pointing to the '06/24/2025' date field and another pointing to the '07/03/2025' date field.

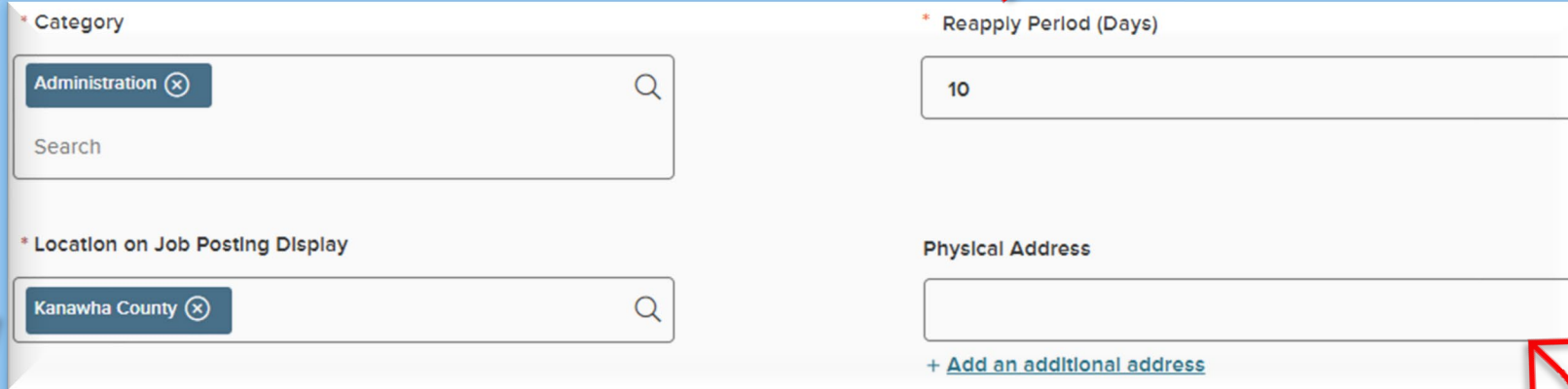
* Advertise From	* Advertise To	Time
06/24/2025	07/03/2025	11:59 PM

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 web form for job posting. It has four main sections: 'Category', 'Location on Job Posting Display', 'Reapply Period (Days)', and 'Physical Address'. Red arrows point from instructional text boxes to each of these sections. The 'Category' dropdown is set to 'Administration'. The 'Location on Job Posting Display' dropdown is set to 'Kanawha County'. The 'Reapply Period (Days)' text input contains the number '10'. The 'Physical Address' text input is empty, with a link below it that says '+ Add an additional address'.

* Category

Administration ×

Search

* Location on Job Posting Display

Kanawha County ×

* Reapply Period (Days)

10

Physical Address

+ [Add an additional address](#)

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

Physical Address:
enter facility address

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

EEO / Census Data Template ⓘ

Search



* Application Template

Default ⓘ



* Assigned To

GARDNER, AUTUMN ⓘ

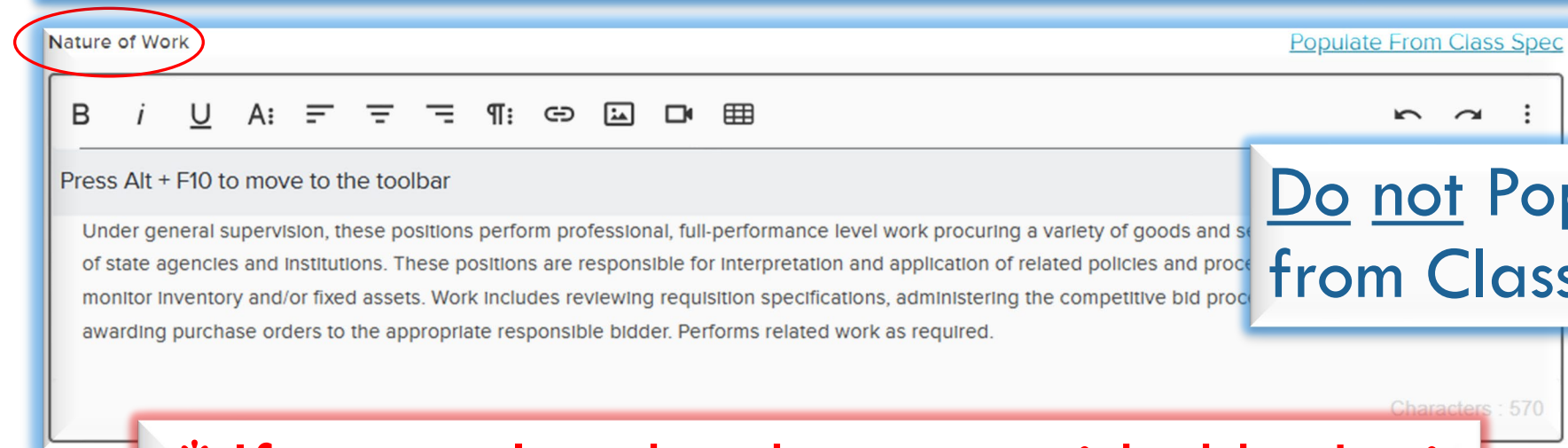


**Application Template:
leave at “Default”**

**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 the title "Nature of Work" circled in red. To the right of the title is a link labeled "Populate From Class Spec" with a red arrow pointing to it. 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, unlink, image, video, and table. Below the toolbar is a text area containing the following text: "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 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." At the bottom right of the text area, it says "Characters : 570".

Do not Populate
from Class Spec

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

Nature of Work

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

Nature of Work

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

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: [font size] [bullet] [numbered] [list style] [link] [image] [video] [table]

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, re 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

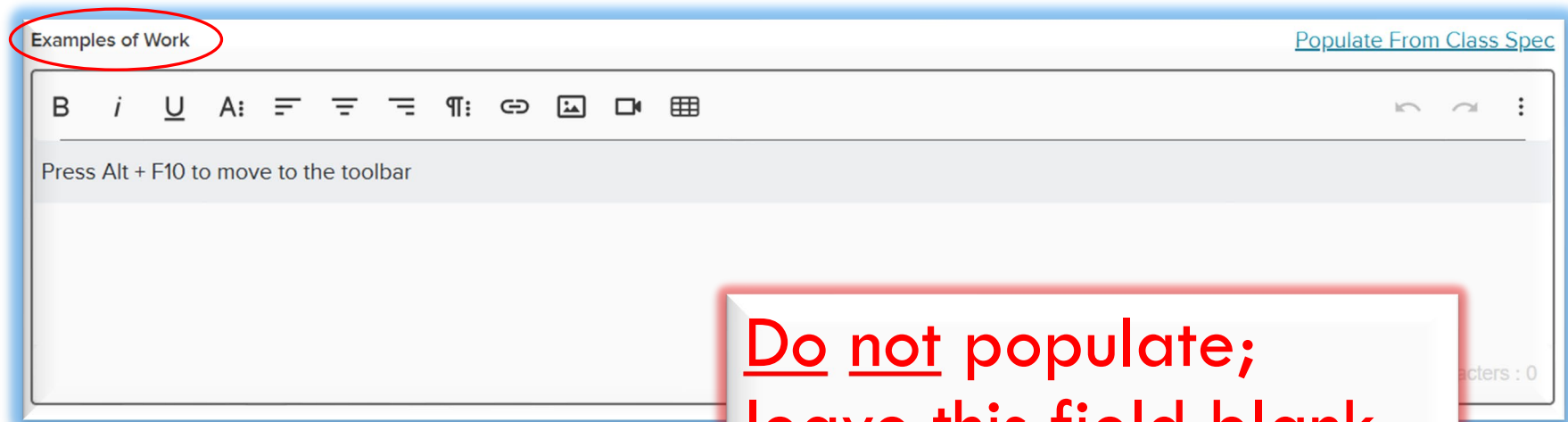
Vacancies: 3

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



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: [List] [Link] [Image] [Video] [Table]

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: [text color] [background color] [font size] [bullet list] [numbered list] [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@wv.gov
or
Mail to:
Paula Dickens
1124 Smith St.
Charleston, WV 25301

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

Add this sentence: Please include posting number (**POSTING #**) on the application

Make sure the posting number is **BOLD**

Other Information

Other Information

B *i* U A: [Text Alignment Icons] [List Icon] [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

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

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

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

Characters : 351

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.”**

Make sure the entire sentence is **BOLD**

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

37536.00

Maximum Salary

65020.00

* Per

Year

* Based On

2080

hours per year

*Show Salary Breakdown

☐ Hourly

☐ Daily

☐ Weekly

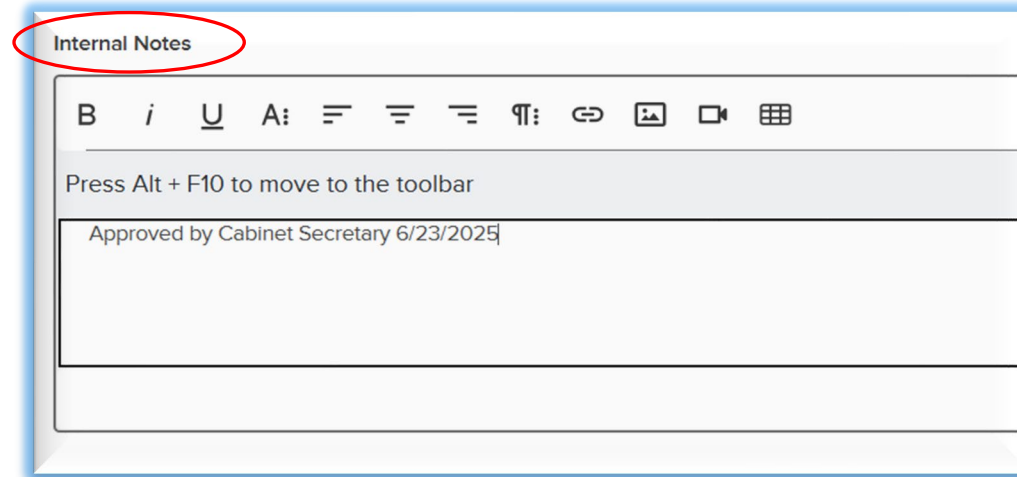
☐ Biweekly

☐ Semi-Monthly

☒ Monthly

☒ Annually

Internal Notes

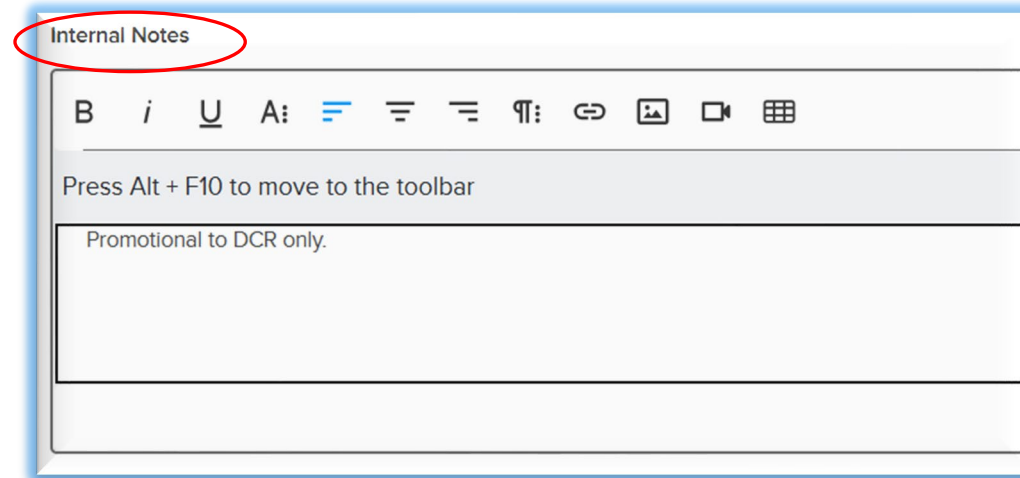


The screenshot shows a web form titled "Internal Notes". The title is circled in red. Below the title is a rich text editor toolbar with icons for Bold (B), Italic (i), Underline (U), Text Color (A:), Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, and Table. 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*

Internal Notes



The screenshot shows a software interface for 'Internal Notes'. The title 'Internal Notes' is circled in red. Below the title is a toolbar with icons for bold (B), italic (i), underline (U), text color (A:), background color, bulleted list, numbered list, indent, link, unlink, image, video, and table. Below the toolbar is a text area containing the text 'Promotional to DCR only.' and a message 'Press Alt + F10 to move to the toolbar'.

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

*** 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?

Scroll back to the top of the form

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

A red arrow points from the 'Click Save' instruction to the 'Save & Close' button in the top right corner of the form.

JOB NO. DAS2400032Expired

Procurement Specialist

Hits

180

Active

0

Total

0

Edit Job

... Actions

[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.

MONTHLY

\$2,694.67 - \$4,985.00

ANNUALLY

\$32,336.00 - \$59,820.00

JOB TYPE

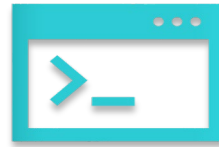
Full-Time Permanent

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

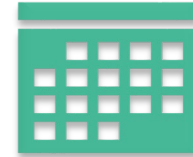
Remember:



Changes to job postings require the updated posting 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 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:

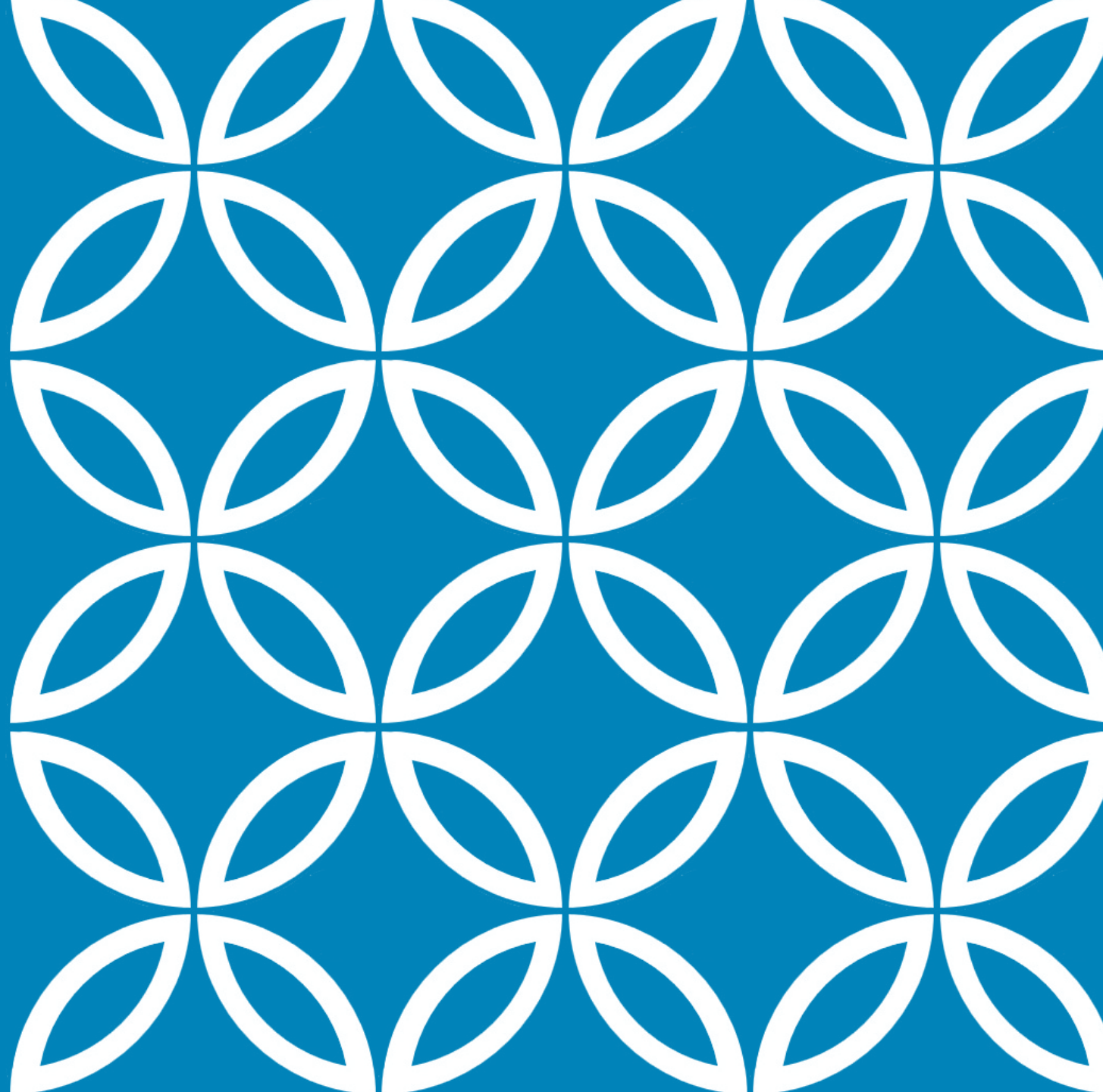
- **Contact information (email and mailing address)**
- **Special language:**
 - Please include posting number _____ on application.
 - **Please note: Applications of covered state employees, mailed to DOP or completed via DOP's online method, are not forwarded to WVDCR.**

☐ Salary Information: uncheck box

☐ Internal Notes:

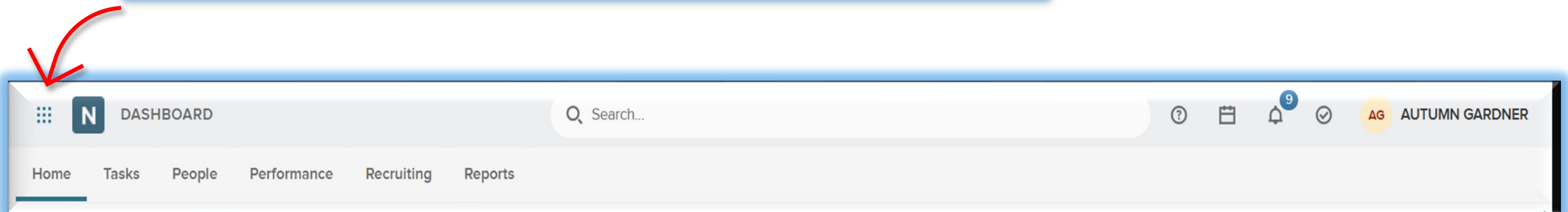
- **Cabinet Secretary approval language (if applicable)**
- **If it is a promotional posting, add "Promotional to DCR Only"**

CREATING
REQUISITIONS IN
HIRING CENTER
(OHC)

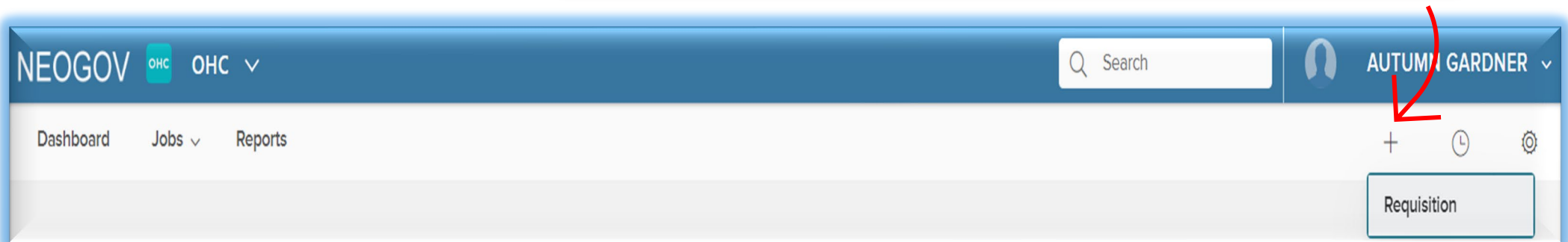


After a job posting has been created, the next step is to create a requisition to accompany the job posting

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

Number of Vacancies:
same as number of
positions

Requisition Details

* Fields are required.

Requisition #	Department/Division
<input type="text" value="DAS2600034"/>	<input type="text" value="DHS - Division of Administrative ..."/>
* Class Spec ⓘ	Working Title
<input type="text" value="Procurement Specialist (7202)"/>	<input type="text"/>
Desired Start Date	* Hiring Manager
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="AUTUMN GARDNER"/>
Job Type	List Type
<input type="text" value="- Make selection -"/>	<input type="text" value="- Make selection -"/>
Position ⓘ	Number of Vacancies
<input type="text" value="Find a position"/>	<input type="text" value="1"/>

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:

MM/DD/YYYY

(DOP Class & Comp) Approval Date

MM/DD/YYYY

(DOP Class & Comp) Close Date

MM/DD/YYYY

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)


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



The screenshot shows a web form titled "Position Details". Under the heading "New Position?", there are two radio buttons: "Yes" (unselected) and "No" (selected). Below this is a large dashed rectangular box containing a link that says "+ Add Position Detail". At the bottom of the form is a "Comment" field, which is circled in red. Inside this field, the text "Approved by Cabinet Secretary 4/1/2024." is visible.

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

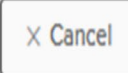
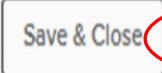

Scroll to the top of the page and select
Save & Continue to Next Step

NEOGOV  OHC 

 Search

 AUTUMN GARDNER 

Create Requisition

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


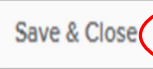
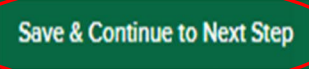
Scroll to the top of the page and select
Save & Continue to Next Step




NEOGOV  OHC 

 Search

 AUTUMN GARDNER 

Create Requisition

1. CREATE  2. APPROVALS  3. ATTACHMENTS 

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

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...

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.”

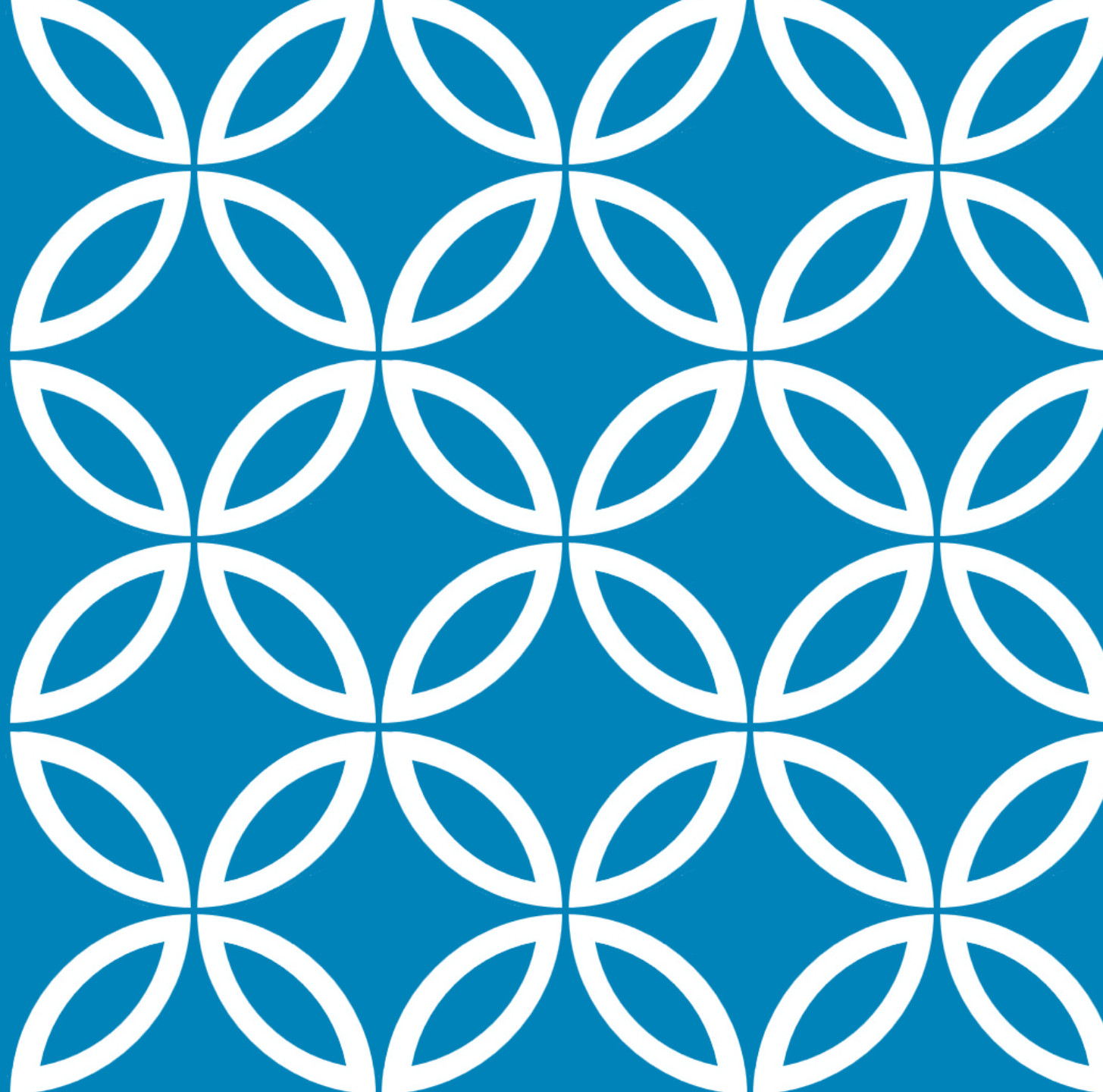
☐ Approval levels:

- 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)

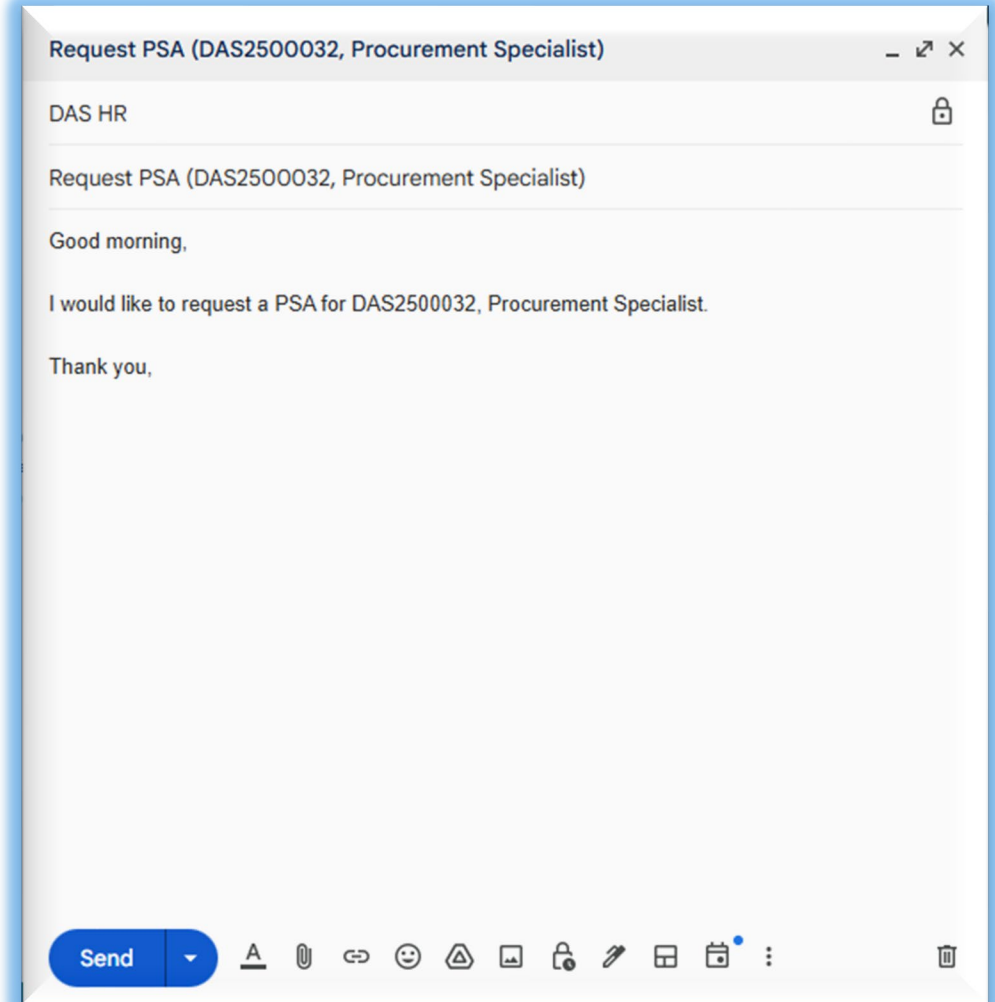
REQUESTING PUBLIC
SERVICE
ANNOUNCEMENTS
(PSA)



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)



The screenshot shows an email composition window with the following content:

Request PSA (DAS2500032, Procurement Specialist)

DAS HR

Request PSA (DAS2500032, Procurement Specialist)

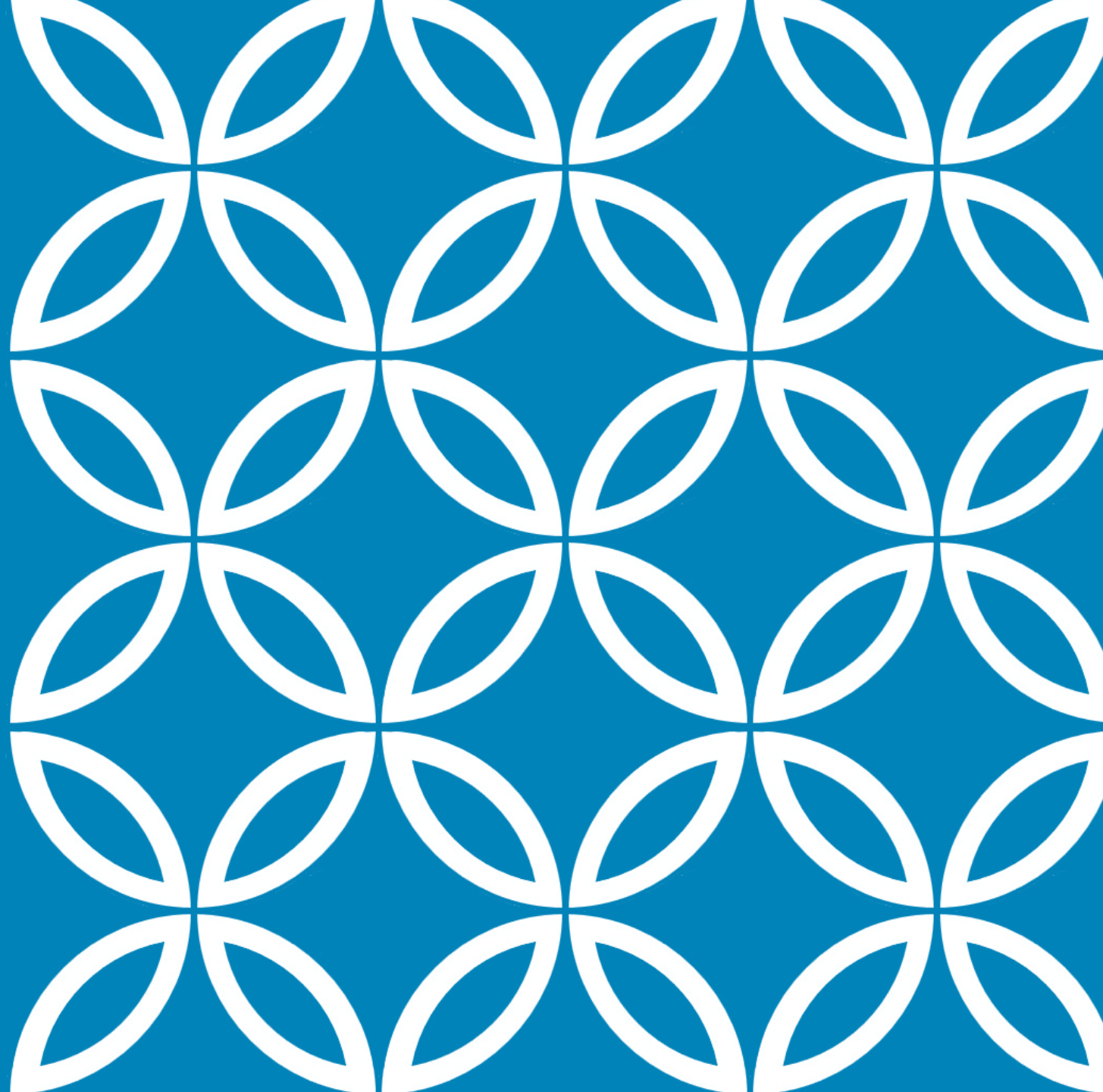
Good morning,

I would like to request a PSA for DAS2500032, Procurement Specialist.

Thank you,

The bottom of the window features a 'Send' button and a toolbar with icons for text formatting (bold, italic, underline), link insertion, emoji, attachments, images, and other email functions.

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.”

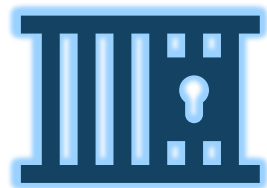


When posting a CO 1 position, always include the wording: “Alternate posting to (posting #) CO 2 and (posting #) CO 3 under the Other Information section.

True

False

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.



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.

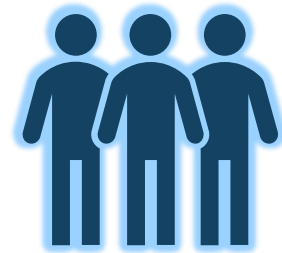


The Supervisory/Managerial Position section must be filled out only if the position requires supervision of other employees.

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.

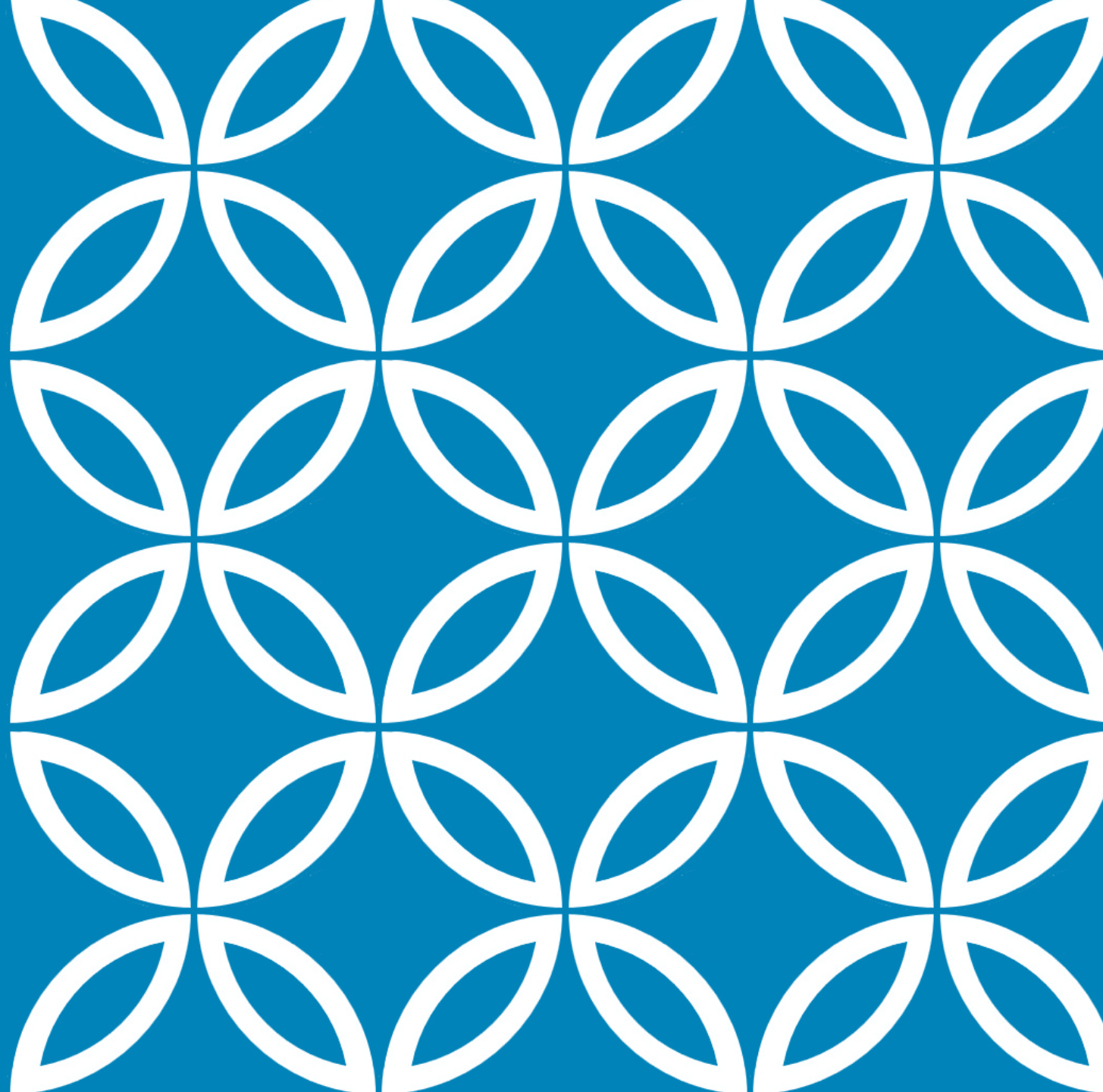
True

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)...



NEOGOVS OHC OHC ▾

Q DAS2400034

The image shows a horizontal blue bar representing a web interface. On the left, it contains the text 'NEOGOVS' followed by a small green square with 'OHC' inside, and then 'OHC' with a downward-pointing chevron. On the right, there is a search bar with a magnifying glass icon and the text 'DAS2400034'.

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, a header bar contains a document icon, the text 'Requisition Detail' and 'Procurement Specialist (DAS2400034 PSA)', an 'Open' button, and three action 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 selected and circled in red. A red arrow points from the text above to the 'Open' button. The main content area is titled 'Candidates' and features a large donut chart in the center. The chart shows a total of 9 candidates, with the number '9' and the word 'TOTAL' inside the chart. Below the chart, it says 'Referred : 9'. In the top right corner of the main area, there is a note icon and the text 'There is 1 note'.

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

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

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates There is 1 note

9
TOTAL

Referred : 9

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

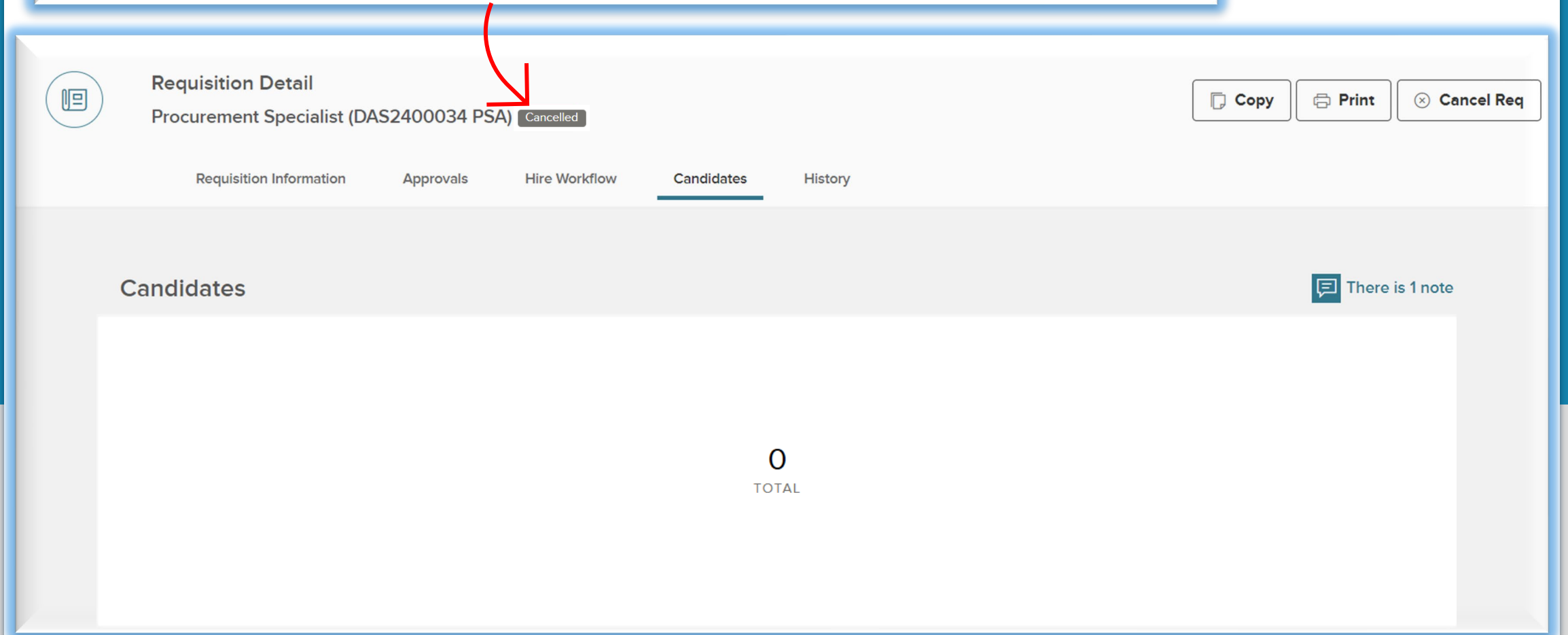
List Type
N/A

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



The screenshot displays a web interface for a requisition. At the top, a header bar contains a document icon, the text 'Requisition Detail', and the job title 'Procurement Specialist (DAS2400034 PSA)' followed by a 'Cancelled' status tag. To the right of the 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' (which is selected and underlined), and 'History'. The main content area is titled 'Candidates' and features a large white box in the center containing the text '0 TOTAL'. In the top right corner of the main area, there is a note icon and the text 'There is 1 note'. A red arrow points from the text 'Cancelled' in the header to the '0' in the candidate count.

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)...



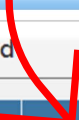
NEOGOVS OHC OHC ▾

Q DAS2400034

The image shows a horizontal blue bar representing a web interface. On the left, it contains the text 'NEOGOVS' followed by a small teal square with 'OHC' inside, and then 'OHC' with a downward-pointing chevron. On the right, there is a search bar with a magnifying glass icon and the text 'DAS2400034'.

enter Posting Number

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



<div>Referred Actions More</div>										
		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

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**

The screenshot shows a web browser window with two tabs: 'OHC - Requisition Details' and 'OHC - Requisition Candidates'. The address bar displays the URL: <https://secure.neogov.com/hiring-center/print/requisition/9c0bf58aa2698cd759951ac49fdc59de/candidates/Referred/undefined/undefined/undefined?columns=lock,name,masterProfile,phone,referredRank,bandedRank,examPlanNumber,...>. The page title is 'Referred List Report'. Below the title is a section titled 'Requisition Information'. The page content is divided into two columns. The left column contains 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: \$. The right column contains the following information: Division: N/A; Department: DHS - Division of Administrative Services; Class Spec: Procurement Specialist (7202); Procurement Specialist (7202); Tracy Dennis; Section: N/A; Posting/Requisition Number: DAS2400034 PSA; 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. A right-click context menu is open over the 'Print...' option. The menu includes options: Back (Alt+Left Arrow), Forward (Alt+Right Arrow), Reload (Ctrl+R), Save as... (Ctrl+S), Print... (Ctrl+P), Cast..., Search images with Google, Send to your devices, Create QR Code for this page, Translate to English, Open in reading mode (NEW), Adobe Acrobat: PDF edit, convert, sign tools, View page source (Ctrl+U), and Inspect.

Requisition Information	
Division	N/A
Department	DHS - Division of Administrative Services
Class Spec	Procurement Specialist (7202)
	Procurement Specialist (7202)
	TRACY DENNIS
Section	N/A
Posting/Requisition Number	DAS2400034 PSA
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

Requisition 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	\$

“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		

https://secure.neogov.com/hiringcenter/print/requisition/9c0bf58aa2698cd759951ac49dc59de/candidates/Referred/undefined/undefined/undefined?c... 1/3

Print

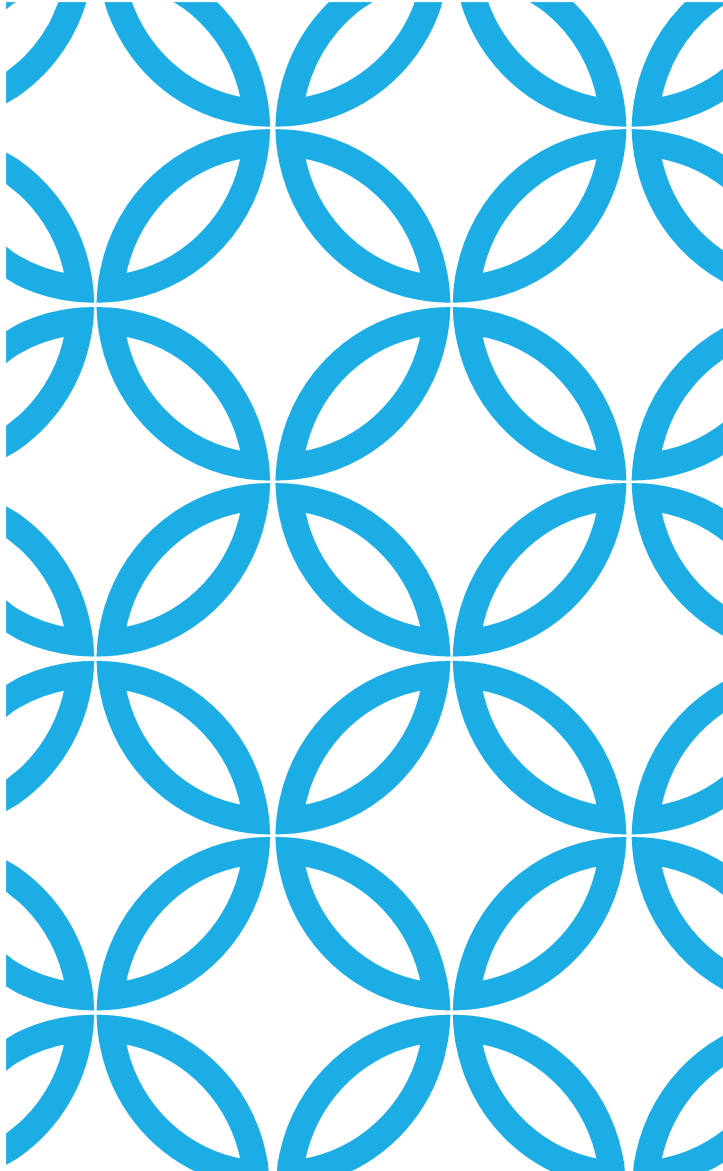
Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Save Cancel



ACCESSING APPLICATIONS

In Hiring Center (OHC)...

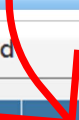


NEOGOV  OHC ▾

The diagram shows a horizontal blue header bar. On the left, it contains the text 'NEOGOV' followed by a small teal square icon with 'OHC' inside, and then 'OHC' with a downward-pointing chevron. On the right, there is a search input field with a magnifying glass icon and the text 'DAS2400034'. A red arrow points from the 'In Hiring Center (OHC)...' box above to the 'OHC' text in the header. Another red arrow points from the 'enter Posting Number' box below to the search input field.

enter Posting Number

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



<div>Referred Actions More</div>										
		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
✓		Martin, Richard M	👤	(304) 951-1033	1		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Mundy, Sean C	👤	(304)-833-0481	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Gagliardi, Michael John	👤	716 990 6965	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Hatfield, Austin L	👤	3049326419	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		COUTURE, JEFFREY B.	👤	3032499559	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Kennedy, Megan Lee	👤	(304) 601-1228	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Plants, Allison Marie	👤	(304) 561-8555	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Carpenter, Melinda W	👤	304-644-4855	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		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
and Attachments**

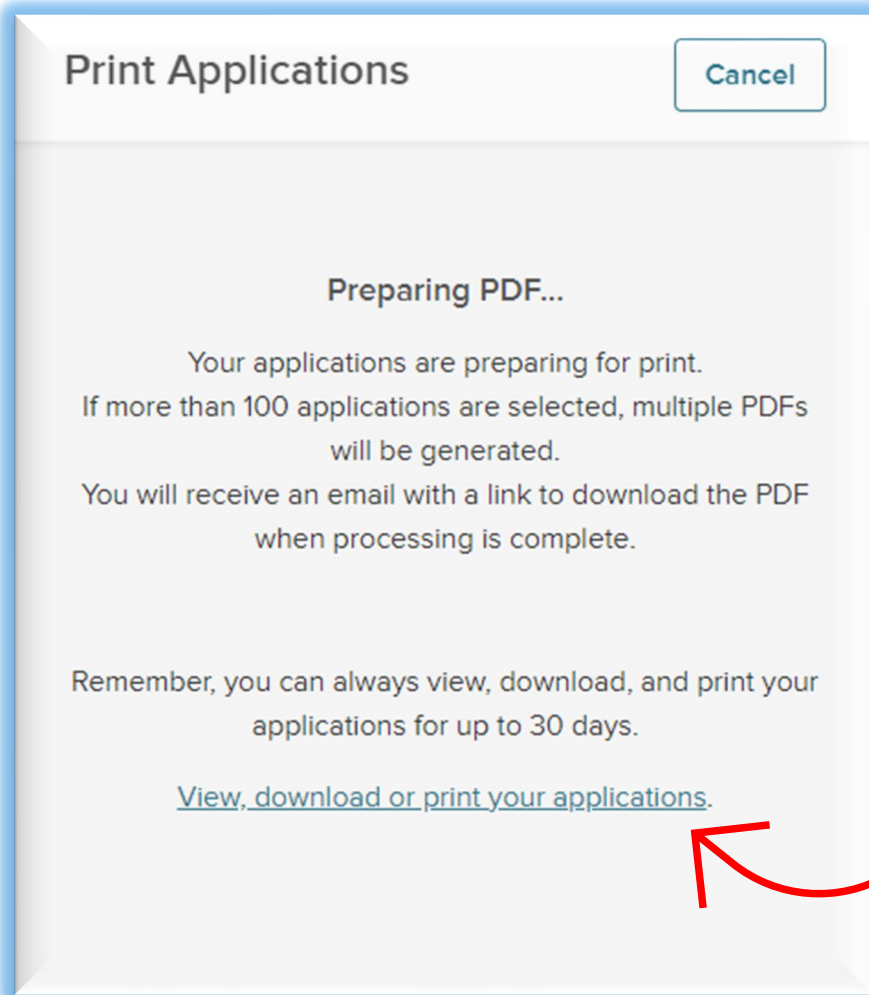
Print Applications Cancel Continue

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**



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

First Previous

Showing 1-8 of 8 items

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

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

Hide Folders

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

PREFERENCES

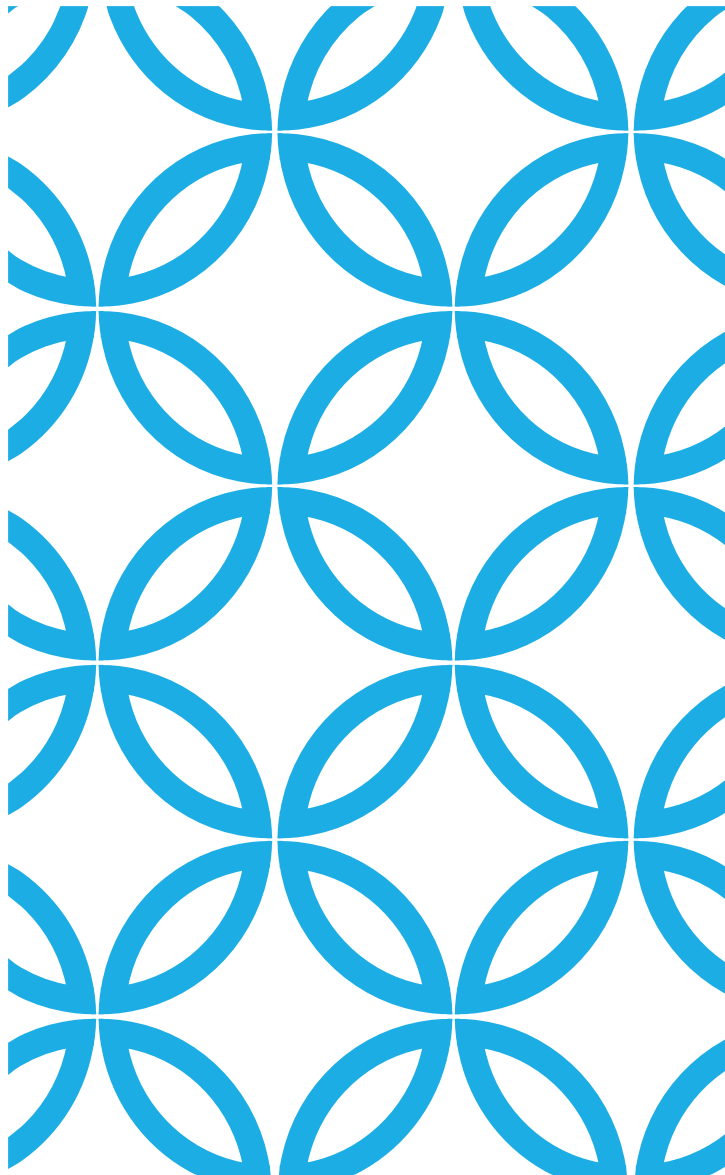
ARE YOU WILLING TO RELOCATE?
☐ Yes ☒ No ☐ Maybe

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

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 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**

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

In Hiring Center (OHC)...



NEOGOV  OHC ▾

The image shows a horizontal blue navigation bar. On the left, it contains the text 'NEOGOV' followed by a small green square icon with 'OHC' inside, and then 'OHC' with a downward-pointing chevron. On the right side of the bar is a search field with a magnifying glass icon and the text 'DAS2400034'.

enter Posting Number

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

Referred		Actions								
		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**

Martin, Richa
Person ID: 23100

Application

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

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

Request additional names using this link:

<https://docs.google.com/forms/d/e/1FAIpQLSdylvuzQWEMvfdDxUV8f1HUx8EA46HuD6TT8J-eLDMVP-lyFA/viewform>

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

Do not create a new posting or requisition, additional names will be loaded onto the register for the original posting



west virginia
DIVISION OF PERSONNEL

Request for Additional Names

This form is to be completed by OHC and Insight HR users who received lists from continuous postings under the following circumstances:

- 1 - The hiring manager is working on hiring a position and has worked the list (including entering contact codes). He or she did not find a suitable candidate and wants to check to see if any additional people have applied
- 2 - Hiring manager is working on a requisition with multiple positions and hasn't been able to fill all of them.

Please note, only those affiliated with the hiring roles of the position within NEOGOV Insight/OHC can submit these requests.

autumn.r.gardner@wv.gov [Switch account](#)



* Indicates required question

Email *

Your email

Is the requisition marked as Filled or Cancelled? If "Yes" enter a requisition for a reorder. *

☐ Yes

☐ No



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