

Human Resources Procedures
Guidance and Process for Recruitments
School of Fisheries and Ocean Sciences, UAF

TKL's

T196- SFOS Deans Office (PPA KC Love)

T195- Institute of Marine Sciences (PPA Robbie Hamilton)

T197- Alaska Sea Grants (PPA Michelle Frandsen)

T200 – Seward Marine Center (PPA Linda Lasota)

T203 – Fisheries Division (PPA Gabrielle Hazelton)

T204- Marine Advisory Program (PPA Julie Carpenter)

T205-Fishery Industrial Technology Center (PPA Jeanne Miller)

Non-Benefitted temporary positions

ST; NT; XT

These positions are delegated to the unit level

Student positions (ST) – Hired with Supervisor approval no other approvals necessary - These are generally hired from the SFOS Student C pool and the hiring proposals are processed by KC Love ; SFOS HR Coordinator.

Student positions that do not fall into the duties of the Student C pool would be entered into uakjobs by the ppa for that unit.

Temporary (NT) /(XT) - These requests are entered into uakjobs by the ppa for the unit and the approvals fall to the supervisor and then to the director of that unit. No other approvals necessary. The ppa works with the SFOS HR Coordinator to insure that proper procedures for the hiring process are followed.

Benefitted positions

Post Doc; Faculty and upper management level (EX) positions are handled through the Dean's office HR Coordinator.

All positions that are supported by 103010 funding must be approved by the Dean of SFOS.

Position Description (PD's) is created at the unit level- Approvals include the supervisor and the Director unless the position is supported by 103010 in this case the Dean will also need to approve the PD.

Guidelines for PD process are contained in separate document (http://www.sfos.uaf.edu/admin/hr/Position_Description_Guidelines_for_SFOS.pdf)

For guidance with PD creation, unit PPAs are to coordinate with SFOS HR Coordinator or SFOS administrative manager to ensure PD information is complete and applicable details for specific position and from appropriate job family class are contained in document.

After the PD is approved:

Tem funded positions NR & XR are handled at the unit level and are supported by external funding (3XXXXX). These positions are submitted through uakjobs by the PPA for that unit with Supervisor, Director and Provost Approval.

Contract letters for all SFOS temporary; term funded; and post doc positions are generated by the SFOS HR Coordinator.

Job forms are printed from the uakjobs hiring proposal and signed by the SFOS HR Coordinator and the Financial Officer.

Greg Simpson directly supervises the HR Coordinator position and advises on HR matters that concern SFOS.