Montana Department of Military Affairs (DMA) is committed to attracting and retaining a highly qualified workforce based on competencies and job related qualifications in accordance with the Department of Administration's MOM's Recruitment and Selection Policy.

DMA's policy is to conduct open recruitment for all permanent vacancies, to provide applicants with a reasonable opportunity to learn about, to apply for and to be considered fairly for positions when recruitment is conducted, and to select employees on the basis of merit and job-related qualifications. DMA will take affirmative action to equalize employment opportunities at all levels of agency operations where there is evidence of barriers to employment for those groups of people who have traditionally been denied equal employment opportunity.

All DMA employees are protected from retaliation for opposing any discriminatory practice, filing an internal complaint, and/or initiating an external administrative or legal proceeding, or testifying in or participating in any of the above mentioned activities.

Applicants who have interviewed for a position and disqualify for any part of the selection process will not be re-interviewed if the position is not filled and is re-advertised using the same interview/testing materials, within six (6) months after failing the initial interview/test. The same is true for identical positions using the same interview/testing materials. DMA has no obligation to produce new interview/testing materials for subsequent selection processes for the same or identical positions.

When applicable, DMA's Recruitment and Selection Policy will comply with negotiated collective bargaining agreements.

All employees involved in a recruitment and selection process are:
- to treat all applicant information with utmost confidentiality;
- to adhere to equal employment opportunity and non-discriminatory policies and rules;
- to represent DMA in a progressive and professional manner;
- to streamline all recruitment efforts in order to administer the most effective and efficient processes;
- to ensure the integrity of the process while meeting the highest standards of ethical conduct.
EQUAL EMPLOYMENT OPPORTUNITY

DMA is firmly committed to providing equal employment opportunities. Discrimination in employment occurs when an employment decision or recruitment practice acts as a barrier or disadvantage to a member of a protected group and cannot be shown to be legitimately job-related. Discrimination can take the form of disparate treatment, which is treating an applicant or employee differently because of the individual’s race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran’s status, culture, social origin or condition, or ancestry. Setting job qualifications with business needs in mind which, in practice, are not effective in attaining the business’s purpose may have an adverse impact on members of a protected class and could be considered discriminatory.

Definitions

Job Class - job classes identify groups of positions based on similarity of duties performed, responsibilities assumed, and complexity of work. See Mont. Code Ann. § 2-18-202. Classes include a class series or occupational title and a pay band.

Lateral Transfer – The transfer of an employee from one position to another in the same job class that does not result in a promotion without a competitive process or a demotion.

Minimum Qualifications – Minimum qualifications (MQs) are the basic competencies needed to perform the job adequately on the first day of employment. MQs include the education and experience leading to successful job performance.

Permanent Employee - an employee assigned to a position designated as permanent and who has successfully completed his/her probationary period.


Reasonable Accommodation - adjustments made in the selection process, work environment or in the way business is customarily done to enable a qualified individual with a disability to enjoy equal employment opportunities.

Seasonal Employee - an employee assigned to a position designated as seasonal. Mont. Code Ann. § 2-18-101(22) defines “seasonal employee” as a permanent employee who is designated by an agency as seasonal, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season.
Selection Committee - For senior management positions (Branch Manager/Bureau Chief and above), the selection committee shall consist of at least one member from outside the Division/Program in which the vacancy belongs.

Short-term Worker - a worker hired by an agency for an hourly wage established by the hiring manager for a short duration, which does not exceed 90 working days in a continuous 12-month period. A short-term worker may be hired without a competitive selection process; however they are not eligible for permanent status without a competitive selection process. A short-term worker is not eligible to earn sick or vacation leave or holiday benefits.

Student Intern - a person who has been accepted or is currently enrolled in an accredited school, college, or university and is hired directly by an agency in a student intern position. A student intern is neither eligible for permanent status nor eligible to become a permanent employee without a competitive selection process. A student intern is not eligible to earn leave or holiday benefits.

Although student interns are not considered state employees, DMA will advertise, competitively interview and select for all intern positions.

Temporary Employee - an employee hired for a limited duration, not to exceed 12 months. Temporary employees are not eligible to achieve permanent status without going through a selection process for a permanent position. See Mont. Code Ann. § 2-18-101(26).

Training Assignment - a period of employment created at the agency's discretion to enable an otherwise acceptable candidate to qualify for a position by obtaining additional experience, education and/or training and acquiring the necessary knowledge, skills and abilities. If a training assignment is utilized, it must be done in accordance with the State's Broadband Pay Plan Policy. Training assignments may not last more than one year, unless otherwise specified in an agency's collective bargaining agreement.

If the employee does not satisfactorily complete the training assignment, the agency may:
- return the employee to the position held before the training assignment;
- assign the employee to another position for which the employee is qualified;
- extend the training assignment up to one additional year; or
- discharge the employee, in compliance with the DOA Discipline Handling Policy and the DOA Probation Requirements policy.

COMPLIANCE WITH PREFERENCE RULES
The agency will follow the DOA Veterans Employment Preference policy in selecting external candidates for hire. Preference does not apply to internal postings, in accordance with state statute.
Questions regarding this policy should be directed to the DMA Human Resources Officer at 324-3334.