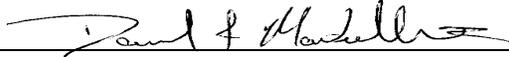


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|  <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p> | TITLE Non-Competitive and Labor Class Appointments | | NO. 2232 |
| | | | DATE 07/01/2015 |
| SUPERSEDES DIR# 2232 Dtd. 03/25/2014 | DISTRIBUTION A | PAGES PAGE 1 OF 2 | DATE LAST REVISED |
| REFERENCES (Include but are not limited to) Personnel Procedures #404 and #406A | APPROVING AUTHORITY  | | |

- I. **POLICY:** All nominations for appointment to non-competitive and labor class positions must be submitted to the Director of Personnel for review prior to appointment or the offer of appointment.
- II. **PROCEDURE**
- A. Review of Vacancy: When a vacancy in a position arises, the Superintendent or Division Head shall review the vacancy in accordance with standard procedures to determine whether it should be filled within the target level of the facility or office. If it is determined that it is necessary to fill a position, the steps outlined in Personnel Procedure #404 - "Requests to Fill Civilian Positions" should be followed.
- B. Recruiting
1. When the facility, field office, or Central Office division receives approval to fill the requested position from the Central Office Human Resource Management Committee (HRMC), the local Personnel Office will post notices of the vacancy in accordance with union contract provisions and order any applicable reassignment list. If a reassignment candidate is selected, the local Personnel Office should proceed in accordance with the established Department procedure.
 2. If there are no candidates for reassignment or transfer, upon receipt of the approved budget waiver, the local Personnel Office will advise the Director of Personnel, via Outlook E-mail, of the vacancy, the expiration date of the approved budget waiver, and if the facility desires to fill the position by promotion. The local Personnel Office should also advise if any preferred list, re-employment roster, or placement roster candidates are interested in accepting the position.
 3. The local Personnel Office will review the applications of the candidates to ensure they meet the minimum qualifications for the position and shall give special attention to any answers given on the application concerning convictions of criminal charges. Those qualified, including referrals from the Director of Personnel, should be scheduled for interviews. The Director of Personnel should be immediately notified if referrals cannot be contacted.
 4. If there are no candidates who expressed interest in the posting, the appropriate lists are cleared and the facility, field office, or Central Office division receives no candidate referrals from the Director of Personnel, a request to place a newspaper advertisement may be submitted (*via memo or e-mail*) to the Assistant Director of Budget & Finance. Approval will not be granted until all non-cost avenues of advertisement have been exhausted.

C. Appointment

1. When a decision is reached regarding which candidate will be recommended for appointment, the facility, field office, or Central Office division making the recommendation shall submit the name of the recommended candidate to their assigned Central Office Personnel Representative in accordance with Personnel Procedure #406A - "Recruitment Process."

A copy of each of the following documents should be submitted:

- a. The Recruitment Process Checklist;
- b. The application, Form #1253, "Personal History and Interview Record," of the recommended candidate and each other candidate interviewed;
- c. A copy of the Criminal History Check;
- d. Office of Diversity Management Approval;
- e. Bulletin board postings and other vacancy announcement materials; and
- f. Any other necessary or pertinent information supporting appointment of the recommended candidate.

If a candidate referred by the Director of Personnel is not selected, the hiring official shall immediately notify that office of the reasons.

2. The Central Office Personnel Representative will review the application of the recommended candidate to ensure he or she meets the minimum qualifications for the position and will notify the Director of Personnel if the candidate is qualified for the position.
3. The local Personnel Office will await notification of approval to hire from the Director of Personnel via e-mail.
4. Upon receipt of the approval cited above, the local Personnel Office will contact the approved candidate to offer him or her the position and establish a start date.

NOTE: In submitting nominations for appointment, please allow adequate time for processing.