

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Employment**
Standard: **PERSONNEL ACTIONS**
Section #: **A-4**
Effective: September 3, 2008

See Also: Selection and Lists of Eligibles; Recruitment and Selection

GENERAL STANDARD

Regardless of the type of position, no position may be filled unless all necessary approvals are obtained.

SPECIFIC STANDARDS

- ❑ All necessary approvals are obtained and submitted to a representative of the Human Resources Department *prior to* posting, advertising, and/or sourcing for any position and/or making any job offer.
- ❑ Human Resources Department staff is responsible for monitoring the approval and documentation processes for filling all positions, to include temporary positions.

GUIDELINE

A transition period may be used primarily to train a new employee before an incumbent vacates a position. This situation is referred to as a “temporary overstaff”. In addition, and to satisfy staffing needs for special projects and peak period operations, additional staff may be engaged for limited periods of time. This situation also is considered a “temporary overstaff”.

PROCEDURES

To fill previously authorized vacancies, managers should refer to procedures under the appropriate employment Standard (***Selection and Lists of Eligibles*** -

Classified Service; Recruitment and Selection - At-Will; Promotions and Transfers; Demotions)

When filling a reclassified position, a manager shall request to waive the competitive requirement to post qualifications if the incumbent's current classification will be revised / replaced with the new classification and meets the minimum qualifications of the reclassified position.

If the Human Resources Director (or designee) approves the manager's request to waive the competitive vacancy posting process, the individual may be hired into the reclassified position.

To request a staff increase or "temporary overstaff", the manager/appointing authority shall:

- Contact a representative of the Human Resources Department to determine whether a new position description or revision is necessary or that the position description is current and reflects the necessary job responsibilities and requirements.
- Completes the "*Personnel Requisition Form*", justifying the need for increased staffing.
- Submit it to the President/CEO (or designee) for approval and simultaneously advise a representative of the Human Resources Department that the requisition process has begun.
- Once executive approval has been given, the approved, completed form is submitted to the Human Resources Department representative.
- Human Resources Department staff will administer the temporary overstaff process, to include ensuring all necessary *Personnel Action Forms* are prepared in a timely manner.

Note: (Copies of *Personnel Requisition Forms* are available in the Human Resources Department and on the Intranet.)