Purpose

The purpose of this policy is to outline procedures for posting classifications for the purpose of continuous recruitment.

Policy

The Division of Human Resources’ Recruitment and Retention Services Section shall approve requests for position classifications to be continuously recruited before posting.

Implementation

Continuous Recruitment

A. The State Personnel Commission has made provisions for the continual recruitment of critical position classifications. Upon approval by the Division of Human Resources and subsequent approval by the State Personnel Commission, approved position classifications may be posted on a continuous basis without a closing date.

B. To request the addition of a position classification to the Division of Human Resources’ continuous recruitment list, the respective division or facility human resources office shall submit a written justification to Recruitment-Retention Services. The following factors for each position classification shall be addressed in the justification:

1. Turnover
2. Number of positions in the class
3. Geographic location
4. Scarcity of skills
5. Safety, health, or quality of care for clients

C. Division of Human Resources’ approved requests shall be forwarded to the State Personnel Director who will submit proposed requests to the State Personnel Commission for consideration, if warranted. The State Personnel Director may grant provisional approval allowing the department to post the position under the continuous recruitment policy on a temporary basis, pending final approval from the State Personnel Commission.

For questions or clarification on any of the information contained in this policy, please contact Human Resources. For general questions about department-wide policies and procedures, contact the DHHS Policy Coordinator.