

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Recruitment Services
Chapter:	Posting Position Vacancies
Current Effective Date:	4/1/04
Revision History:	7/1/03
Original Effective Date:	8/1/02

Purpose

The purpose of this policy is to outline the acceptable procedures for posting vacancy announcements.

Policy

All permanent positions shall be announced before filled. Each division/facility/school human resources (HR) office shall report vacancy announcements weekly to the Office of State Personnel.

Implementation

1. Vacancy Posting Procedures
 - A. Posting Period - All permanent full-time and part-time positions must be posted for a minimum period of 14 calendar days. All direct care positions are approved for a seven (7) day minimum posting period. All exceptions to the posting period must be approved by the Recruitment Services Section.
 - B. Vacancy Announcements. Each vacancy must be electronically posted to the Personnel Management Information System (See [PMIS Users' Guide](#)). Each vacancy announcement shall include the following minimum information:
 1. 15-digit position number
 2. Position classification title (working titles may be substituted)
 3. Salary grade and salary range
 4. Essential functions, knowledge, skills, and abilities (KSAs)
 5. Minimum training and experience standards per class specifications

6. Closing date (exception for critical classes, see [State Personnel Manual](#), Section 2, Page 3)
7. Position type (permanent, time-limited, part-time, temporary, etc.)

Advisory Note: If there is a specific salary limitation due to budget restrictions or equity considerations, the announcement should include a separate recruitment range which specifies the maximum salary to be offered.

- C. Internal and External Posting - Vacancy postings shall be internal and external to state government unless otherwise approved by the Recruitment Services Section. Requests to limit posting internal to the department or the state should only be considered when it is expected that the recruitment process will provide sufficient numbers of qualified applicants and will attract applicants where there are underrepresented groups of employees.
- D. Special Posting Procedure for the Department of Health and Human Services (DHHS) Division of HR Vacancies. All human resources vacancy announcements must be approved by the Recruitment Services Section prior to posting in PMIS. Additionally, the posting announcement should instruct applicants to submit applications to the Division of HR mailing address and should list a Division of HR recruitment staff member as the contact person.

2. Continuous Recruitment

- A. The State Personnel Commission has made provisions for the continual recruitment of critical position classifications. At the discretion of management, these positions may be posted on a continuous basis. Such critical classifications do not require closing dates and should be designated as continuous recruitment on the vacancy announcement.
- B. To request the addition of a classification to the continuous recruitment list, management must submit a written justification to the recruitment services chief. Factors used to determine continuous recruitment classifications shall include:
 1. Agency 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 HR approved requests shall be forwarded to the State Personnel Director who will submit the proposed request to the State Personnel Commission if further consideration is warranted. In rare instances, the State Personnel Director may grant provisional approval allowing the department to post the position under continuous recruitment policy on a temporary basis, pending final approval from the State Personnel Commission. Written notification will be sent to the Division of HR if approved by the State Personnel Commission.

3. Waiver of Posting Requirements - Posting is not required when an agency determines that it will not openly recruit. Examples include vacancies which are:
 - A. Committed to a budget reduction
 - B. Used to avoid a reduction-in-force
 - C. Used to effect a disciplinary transfer or demotion
 - D. Positions designated exempt policymaking, confidential, chief deputies, or chief administrative assistants {G.S. 126-5(d)}
 - E. Lateral appointments resulting from the successful completion of the requirements for the Governor's Public Management Fellowship Program and the Model Co-op Education Program
 - F. Posting requirements do not apply to positions used to prevent a critical work stoppage, or to protect the public health, safety, or security.

Advisory Note: Employees filling the above positions are required to meet the minimum training and experience requirements of the position.

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](#).