


Vacancy Announcements

	Louisiana Department of Health (LDH)	
	Policy Number	32.1
	Content	Policy and Procedures for LDH Vacancy Announcements
	Effective Date	September 5, 2011
	Inquiries to	Office of Management and Finance Division of Human Resources, Training and Staff Development P. O. Box 4818 Baton Rouge, Louisiana 70821-4818

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

The following policy will govern the method of filling vacant positions within The Louisiana Department of Health (LDH).

Every effort shall be made to fill vacant positions with the candidate who best meets the established selection criteria for that position.

The filling of all vacancies shall be in accordance with applicable Dept. of State Civil Service (DSCS) rules and regulations, appropriate Equal Employment Opportunity guidelines and valid Union Contracts.

The filling of vacancies shall be directed toward attracting and retaining highly qualified employees; selecting the best qualified persons to fill the vacancies; utilizing employees' skills, capabilities and training in the best interest of the Department; providing opportunity and counseling for the progressive development of employees; and achieving a higher level of employee performance and job satisfaction for all employees.

For information on recruiting/hiring students, refer to LDH Policy No. 36, Appointment and Pay of Student Employees.

II. APPLICABILITY

This policy applies to all LDH offices and facilities.

III. EFFECTIVE DATE

The effective date of this revised policy is September 5, 2011.

IV. RESPONSIBILITIES

- A. Employees
It shall be the responsibility of all employees to qualify themselves for positions within the LDH on their own initiative. It is the responsibility of employees to take necessary Civil Service examinations or maintain their names on the appropriate Civil Service registers. When Civil Service grades are required, only employees with valid grades at the time of application are eligible for consideration. It is also the employees' responsibility to satisfactorily complete all established training requirements for promotion to higher level jobs, and to maintain a satisfactory or above performance rating that merits consideration for promotions. It is the employees' responsibility to check the Civil Service La Careers Website for available vacancies.
- B. Appointing Authority
It shall be the responsibility of the appointing authority or his designee to choose the best selection method to ascertain the selection of the best qualified candidate. "Appointing Authority" means an officer or employee authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.
- C. Human Resources, Training and Staff Development
The Human Resources Director or designee shall be responsible for the following:
 - 1. Ensuring that all vacant positions are announced in accordance with Civil Service Rules and Regulations and that announcements are available to all employees.
 - 2. Complying with any EEO documentation requirements, and for obtaining any prior approval required to fill a vacancy.
 - 3. Maintaining all paperwork relative to the recruitment process and any subsequent appointment for a minimum of three (3) years.

4. LDH's Human Resources, Training and Staff Development shall be responsible for monitoring the effectiveness of this policy, assuring that procedures are followed, and making recommendations for revisions and/or alternatives to the policy.
5. It is the responsibility of each Program Office to have an SF-14 (Resignation and Exit-Interview Report) or a letter or notice of resignation, transfer or retirement accepted by the appointing authority before a vacant position can be announced.

V. PROCEDURES

- A. Posting of Vacancies on LA Careers
Vacancies (jobs) shall be posted to the Civil Service LA Careers web site in accordance with DSCS La Careers guidelines for a minimum of 5calendar days.
- B. Situations That Do Not Require Posting of the Vacancy
 1. Appointment from a Department Preferred Reemployment List
 2. Classified WAE appointment
 3. Noncompetitive appointment of an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under provisions of Rule 22.8(a).
 4. Noncompetitive reemployment of a former employee based on prior state service under provisions of Civil Service Rule 23.13(a).
 5. Detail to special duty.
 6. Demotion of a permanent classified employee.
 7. Reassignment, position change or lateral transfer of a permanent classified employee.
 8. Out-of-state vacancies filled in accordance with Civil Service Rule 22.8(b).
 9. Temporary Inter-Departmental Assignment.
 10. When non-classified employees are declared to be in the State Classified Service or are acquired by a State Agency in accordance with Civil Service Rule 24.2.
 11. Noncompetitive promotion of a permanent classified employee to a position to which he or she would have noncompetitive reemployment eligibility under Civil Service Rule 23.13 if he or she were to resign.
 12. Appointment to Nurse Technician for applicants hired as a Registered Nurse 1 or a Registered Nurse 1-Student Health that are required to re-take the State Board of Nursing examination.
- C. Certification areas shall be established for all vacancies and consistently adhered to in filling vacancies. When filling a vacancy by promotion you may restrict your certification area to one or any combination of the following: Statewide, LDH, or Personnel Area.
- D. Conditional Offers of Employment (LDH Form HR-5) – Once a candidate is selected for appointment, he/she must be given a Conditional Offer of Employment Form (COE) that outlines the conditions of employment.

1. Conditional Offers of Employment are not valid unless they are signed by a human resources professional who has verified the accuracy of the Conditional Offer of Employment.
2. A Conditional Offer of Employment to a selected candidate must be made within 90 days of the closing date of the posting.
3. Once a Conditional Offer of Employment has been made to a selected candidate, the candidate must report to work within 90 days of the date of offer or the offer is no longer valid.

VI. EXCEPTIONS

- A. When any agency submits an appeal for the reallocation of an occupied position (below AS-615 or corresponding level in other pay schedules as determined by Civil Service) and Civil Service declares the job to be a new position rather than the reallocation of an existing position, and there is only one budgeted T.O. slot, the appointing authority may make an exception to this policy on the announcement of vacancies, and noncompetitively promote the incumbent of the respective job to the new position if the employee qualifies for the new position.
- B. Upon written request of the Assistant Secretary or Undersecretary, the Secretary of LDH may make an exception to any part of this policy within the realm of his/her authority which he/she deems to be in the best interest of the Department as long as it doesn't violate any Civil Service rules.
- C. The Department of State Civil Service will post to the La Careers Website all other types of vacancies (jobs) not included in Sections IV.A and IV.B. LDH offices/facilities must submit HR-2's when filling those vacancies (jobs) to the DSCS for processing as usual.

VII. IMMIGRANTS AND FOREIGN WORKERS

- A. Lawful Permanent Residents who possess a Permanent Resident Card (green card), meet the Civil Service eligibility requirements and possess the minimum qualification requirements of the job may be hired with no restrictions.
- B. Foreign workers who possess a Temporary Work Permit that has an expiration date, meet the Civil Service eligibility requirements and possess the minimum qualification requirements of the job may be hired and employed for the duration of the Temporary Work Permit and any subsequent extensions.
- C. LDH generally does not sponsor workers under the H1B visa program or any other program under which the employer petitions to hire foreign workers. Any exceptions to this policy must be approved by either the Deputy Secretary or the Undersecretary, depending upon the agency's chain of command.

VIII. DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary action up to and including dismissal.

IX. REFERENCES

Civil Service Rules – Chapter 22

X. REVISION HISTORY

Date	Revision
February 4, 2004	Policy created
October 25, 2004	Policy revised
September 5, 2011	Policy revised
May 19, 2017	Policy last reviewed
September 19, 2018	Housekeeping change
September 26, 2018	Housekeeping change (Section IV.E, page 2)
February 28, 2019	Housekeeping change