

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Delilah Vasquez 5/17/17	Page: 1 of 1	Number: 7.23
	Reviewed by/Reviewed Date: Exec Staff on 7/24/2017	Replaces:	Subject: Administrative
Title: Request to Fill Vacancy		Approved: 7/24/2017	
Distribution: All Staff			

Policy

 Procedure

 Guideline

Purpose

The Community Services Agency (CSA) is committed to hiring the most qualified individuals through a competitive recruitment process.

Definition

A new or vacant regular full-time allocated budgeted position.

Procedure

This procedure is to be followed by managers requesting to fill a new or existing regular full-time budgeted staff vacancy in the same classification set forth by the Board of Supervisors. A request to hire part-time extra-help, temporary staff or under-fill an existing allocated budgeted position, except block-budgeted positions, requires approval by the Executive Management team. Managers may include their request to the Executive Committee agenda for review with final approval by the Department Head.

1. The hiring manager verifies the vacancy and ensures funding is available for at least two fiscal years.
2. The hiring manager creates a requisition in NEOGOV's Online Hiring Center (OHC).
3. The hiring manager will add the Assistant Directors as first approval and Chief Executive Office's Management Consultants as final approver in NEOGOV's OHC.
4. The Assistant Director (AD) will receive a system generated email informing him/her to review the requisition.
5. The AD can approve, deny, place on hold or cancel the requisition. Denied requisitions will be sent back to the originator for corrections.
6. Upon approval from the AD, the Chief Executive Office's Management Consultants will receive a system generated emailing informing him/her to review the requisition.
7. The Management Consultant can approve, deny, place on hold or cancel the requisitions.
8. Upon final approval of the CEO's Management Consultant, the Human Resources staff will receive a system generated email informing him/her to begin the recruitment.