

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Talent Management (formerly Recruitment Services)
Chapter:	Continuous Postings (formerly titled Position Vacancies)
Current Effective Date:	2/1/2016
Revision History:	4/1/04, 7/1/03
Original Effective Date:	8/1/02

Purpose

The purpose of this policy is to outline procedures for posting classifications for continuous recruitment. This policy applies to all DHHS divisions/offices/facilities.

Policy

The Department of Health and Human Services (DHHS) Division of Human Resources, Talent Management Section shall approve requests for position classifications to be continuously recruited before posting.

Implementation

Continuous Recruitment

- A. The State Human Resources 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 Office of State Human Resources, 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 continuous recruitment list, the respective division or facility human resources office shall submit a written justification to Talent Management Section. 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 Human Resources Director who will submit proposed requests to the State Human Resources Commission for consideration, if warranted. The State Human Resources 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 Human Resources 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](#).

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