San Bernardino County
Department of Behavioral Health

Approval for Filling Vacancies Procedure

Effective Date 3/92
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CaSonya Thomas, Director

Purpose
To inform Department of Behavioral Health (DBH) managers and supervisors of the appropriate way to obtain approval to fill personnel vacancies to ensure that all vacancies are filled in a non-discriminatory manner. Behavioral Health is committed to Equal Employment Opportunity.

Procedure
Staff shall follow the procedure outlined below according to type of position to be filled:

Type A: Vacant budgeted positions which require a certification list, including dual fill and underfill positions.

Type B: Positions which do not use a certification list but have an EMACS position number such as Public Service Employee (PSE), Peer and Family Advocate (PFA), and Contract positions.

Type C: Positions that do not have an EMACS position number and do not require a certification list, such as work experience (WEX), unpaid staff, unpaid interns, volunteers, and Incorporated Physicians. (Skip Steps 1-3; go to Step 4).

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<th>Step</th>
<th>Staff</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>Hiring Manager/Supervisor</td>
<td>Complete Request To Fill Position Justification (RTF) and forward for approval to Deputy Director, Deputy Director of Administrative Services, and Director. (If considering candidates on internal reassignment list, refer to the Intra-departmental Reassignment Policy.)</td>
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<tr>
<td>2</td>
<td>Deputy Directors/Director</td>
<td>Approve/sign RTF; submit to Human Resources Officer (HRO) Designee.</td>
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</table>
| 3    | HRO Designee               | • Obtain approval from CAO Analyst; submit Personnel Requisition (PR) if certification list is needed.  
• **Type A:** Print certification list, applications, instructions, contingent job offer checklist, and Criminal Conviction History Request Form; notify hiring manager/supervisor when ready for pick-up.  
• **Type B:** Notify hiring manager/supervisor once approved to fill. |

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| 4    | Hiring Manager/Supervisor or Designee | • **Type A**: Pick up and sign for applications at Payroll/HR.  
• **Type B/C**: Recruit for position upon approval.  
• Contact applicants for interview; ask candidates to complete/return [Criminal Conviction History Request Form](#) when reporting for interview.  
• Conduct interviews and select applicant.  
• Maintain records of all interviews. |

**Processing of Selected Candidate**

When a candidate has been selected, staff should follow the steps outlined below:

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| 1    | Hiring Manager/Supervisor      | Notify HRO designee of selection and submit applicant's information for reference check.  
Provide the following information:  
• Name of selected candidate  
• Any aliases listed on application  
• Driver License Number  
• Current county employee or not  
• Employee ID if current County employee |
| 2    | HRO                           | Make recommendation to hire/not hire candidate.                                                                                       |
| 3    | Hiring Manager/Supervisor      | • Make job offer upon recommendation to hire.  
• Return certification list and any required forms ([Advanced Step Hiring Request](#), Contingent Job offer Checklist, application for selected candidate, criminal conviction history form, intern packet, volunteer application, WEX referral form, employment contract) to HRO designee. |
| 4    | HRO Designee                  | • **Type A**: Process certification list and send new hire folder to payroll specialist.  
• **Type B**: Process PFAs only and send new hire folder to payroll specialist; all others will go to payroll specialist directly.  
• **Type C**: Submit directly to payroll specialist. |

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| 5    | Payroll Specialist     | • Contact applicant for background and physical. Employees working in Juvenile Forensics or Adult Forensics require additional background clearance from the Sheriff's or Probation Department. Current County employees may need a transitional physical with the Center for Employee Health and Wellness.  
• Once background and/or physical have been cleared, contact hiring supervisor/manager and provide employment start date to coincide with the beginning of the pay period. |

HIPAA Staff Changes

Payroll will be responsible for notification of all employee changes via the weekly "HIPAA Staff Changes Notification List" report. Notification will be sent once a week (due by noon each Thursday) for all new hires that have occurred in that week. Any hires that occurred in previous weeks, but were not submitted on a previous list will also be included. The report includes:

- Employee name
- Employee ID
- Employee classification
- Cost Center
- Employee start date

Related Policy and Procedure

DBH Standard Practice Manual:
- HR 4008: Intra-Department Reassignment Policy
- HR 4008-1: Intra-Department Reassignment Procedure