

# San Bernardino County Department of Behavioral Health

## Approval for Filling Vacancies Procedure

**Effective Date**  
**Revision Date**

3/92  
03/24/2015

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**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).**

Step	Staff	Action
1	Hiring Manager/ Supervisor	Complete <a href="#">Request To Fill Position Justification</a> (RTF) and forward for approval to Deputy Director, Deputy Director of Administrative Services, and Director. <i>(If considering candidates on internal reassignment list, refer to the Intra-departmental Reassignment Policy.)</i>
2	Deputy Directors/ Director	Approve/sign RTF; submit to Human Resources Officer (HRO) Designee.
3	HRO Designee	<ul style="list-style-type: none"> <li>• Obtain approval from CAO Analyst; submit Personnel Requisition (PR) if certification list is needed.</li> <li>• <b>Type A:</b> Print certification list, applications, instructions, contingent job offer checklist, and Criminal Conviction History Request Form; notify hiring manager/supervisor when ready for pick-up.</li> <li>• <b>Type B:</b> Notify hiring manager/supervisor once approved to fill.</li> </ul>

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# San Bernardino County Department of Behavioral Health

## Approval for Filling Vacancies Procedure, Continued

Procedure,  
continued

Step	Staff	Action
4	Hiring Manager/ Supervisor or Designee	<ul style="list-style-type: none"> <li>• <b>Type A:</b> Pick up and sign for applications at Payroll/HR.</li> <li>• <b>Type B/C:</b> Recruit for position upon approval.</li> <li>• Contact applicants for interview; ask candidates to complete/return <a href="#">Criminal Conviction History Request Form</a> when reporting for interview.</li> <li>• Conduct interviews and select applicant.</li> <li>• Maintain records of all interviews.</li> </ul>

Processing of  
Selected  
Candidate

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

Step	Staff	Action
1	Hiring Manager/ Supervisor	Notify HRO designee of selection and submit applicant's information for reference check.  Provide the following information: <ul style="list-style-type: none"> <li>• Name of selected candidate</li> <li>• Any aliases listed on application</li> <li>• Driver License Number</li> <li>• Current county employee or not</li> <li>• Employee ID if current County employee</li> </ul>
2	HRO	Make recommendation to hire/not hire candidate.
3	Hiring Manager/ Supervisor	<ul style="list-style-type: none"> <li>• Make job offer upon recommendation to hire.</li> <li>• Return certification list and any required forms (<a href="#">Advanced Step Hiring Request</a>, Contingent Job offer Checklist, application for selected candidate, criminal conviction history form, intern packet, volunteer application, WEX referral form, employment contract) to HRO designee.</li> </ul>
4	HRO Designee	<ul style="list-style-type: none"> <li>• <b>Type A:</b> Process certification list and send new hire folder to payroll specialist.</li> <li>• <b>Type B:</b> Process PFAs only and send new hire folder to payroll specialist; all others will go to payroll specialist directly.</li> <li>• <b>Type C:</b> Submit directly to payroll specialist.</li> </ul>

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# San Bernardino County Department of Behavioral Health

## Approval for Filling Vacancies Procedure, Continued

**Processing of Selected Candidate, continued**

Step	Staff	Action
5	Payroll Specialist	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

**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](#)