GENERAL ADMINISTRATION
EMPLOYEE

044 EMPLOYMENT AND SEPARATION

044.1 Recruitment Policy

044.1.1 Purpose

It is the policy of the Human Services Department (HSD) to fill vacancies by utilizing a recruitment process that is open, honest, and fair to all candidates. This policy describes HSD's standards in the recruitment of employees for vacant, classified positions and describes exceptions to the open recruitment process.

044.1.2 Definitions

A. "Employee" means a person employed by HSD in a position in the classified service.

B. "Open recruitment" refers to the process of recruitment for a department vacancy from both internal HSD employees and external applicants.

C. "Internal recruitment" means an exception to open recruitment when resumes are accepted only from current HSD employees.

D. "Waiver of recruitment" means the filling of a vacancy without utilizing the recruitment process.

E. "Exceptions to Open Recruitment" means filling of a vacancy without utilizing the open recruitment process.

044.1.3 Recruitment

The direct supervisor of the vacant position to be filled is responsible for initiating and documenting the recruitment process, subject to the concurrence of the next higher level supervisor. The recruitment process shall be documented utilizing procedures authorized by the HSD Office of Human Resources (OHR), available from OHR and on the HSD website. Supervisors initiating the recruitment process are responsible for timely submission of the specific forms to OHR and the completion of their portion of all other requisite steps in the recruitment process, pursuant to and in compliance with State Personnel Board Rules and HSD policies and procedures.

044.1.4 Open Recruitment

Unless an exception is approved by OHR, the process of recruitment is open to all

applicants, pursuant to and in compliance with State Personnel Board Rules and HSD policies and procedures.

044.1.5 Exceptions to Open Recruitment

A. Internal Recruitment

1. The direct supervisor of the position to be filled initially determines whether an internal recruitment is the best approach to fill the vacancy. This determination may be based on, but not limited to, the number of internal candidates as well as the agency's business needs.

2. The direct supervisor provides written justification through the established chain of command to request an internal recruitment to the HSD Office of Human Resources. The written justification may include the recruitment/retention history of the classification, the reason that the classification is difficult to fill, or the uniqueness of the established requirements which typically results in an unqualified open applicant pool. If the HSD Office of Human Resources approves the request, the position is posted for internal recruitment.

B. Waiver of Recruitment

1. The direct supervisor of the position to be filled may request in writing a waiver of recruitment for a specific vacancy. Written justification for the waiver must identify any special circumstances and/or considerations and the rationale in support of not using the recruitment process. The justification must include but is not limited to the nature of the position to be filled, any operational impact to HSD regarding the length of time the position would remain vacant during the external or internal recruitment process if those processes were to be followed, and explain why the decision to waive recruitment is in the agency's best interest.

2. The waiver of recruitment is subject to the approval of the HSD Office of Human Resources, the HSD Cabinet Secretary, and the State Personnel Office.

044.1.6 References

1.7.5 NMAC

APPROVED: DATE:

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