



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

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DIRECTOR

**Process for Filing Vacancies, Appointments,
and Promotional Opportunities**
Policy Number: HR-0001

Issue Date: June 1, 2012
Revised Date: 11/6/09, 6/01/12

Approval:

A handwritten signature in blue ink, appearing to read "Kevin Davis", written over a horizontal line.

Kevin Davis, Director

I. POLICY:

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) that, in accordance with state and federal laws, whenever possible and in the best interest of the agency:

- A. All employees will be informed of the intent to fill vacancies through electronic and/or hard copy posting of such vacancies, unless specific exception is requested and approved by the Appointing Authority or designee.
- B. All eligible GOHSEP employees, who follow the application procedure and meet the eligibility requirements, will be considered for appointment to vacancies. Whenever possible and where the best interest of the agency is served, promotional opportunities and opportunities for career changes or advancement will be offered to GOHSEP employees.
- C. Vacancies will be posted as needed on the Civil Service La Careers website for at least the minimum duration as specified by Civil Service Staffing policy. The use of external advertising media will be based upon need and budgetary restrictions.
- D. The most qualified applicant who is able to perform the job duties without accommodation or with reasonable accommodation under the guidelines of the Americans with Disability Act (ADA) of 1990, as amended, will be selected for appointment regardless of race, national origin, sex, age, disability, or seniority.

II. PURPOSE:

The purpose of this policy is to: 1) assist management in filling positions with the best qualified applicant from the broadest applicant pool which is available and desired as soon as possible, and 2) assure that, whenever possible, all employees are made aware of vacancies being filled and given the opportunity to be considered.

III. APPLICABILITY

This policy applies to all employees of the GOHSEP.

IV. DEFINITIONS:

A. Applicant Pool – an applicant pool can include any or all of the following:

1. Qualified employees of the GOHSEP that are not in a probationary period.
2. Qualified individuals not employed by the GOHSEP.

B. Probationary Period – the period of time that a GOHSEP employee must serve before becoming eligible for permanent status either in an authorized appropriated (TO) or authorized non appropriated (Non TO) position. This period can range from a minimum of six (6) months to a maximum of 24 months. A probationary period may be made a condition of employment for any new appointment including a promotion, a voluntary demotion, a transfer, etc.

V. PROCEDURES:

Deputy Directors must obtain approval from the Appointing Authority or designee prior to initiating the process to fill vacant positions in accordance with GOHSEP Hiring Policy, HR-0009.

VI. EXCEPTIONS:

Requests for exceptions to this policy should be submitted to the Appointing Authority along with specific and compelling justification.

VII. RESPONSIBILITY

All employees of the GOHSEP must comply with all aspects of this policy.

VIII. QUESTIONS:

Questions regarding this policy should be directed to the Human Resource office.

IX. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination.