

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number HMR-024
	Subject Civilian Job Vacancies	
	Special Instructions Replaces HMR-024 dated December 8, 2011	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for filling civilian vacancies.

II. POLICY

All civilian job vacancies shall be advertised throughout the Department. Department and non-department applicants shall be considered to fill the vacancy. However, current employees may be transferred to fill the vacancy.

III. DEFINITIONS

A. PROMOTION – A change of an employee from one class to another class having a higher maximum salary.

B. ENTRY LEVEL – The lowest pay-grade classification on the Department.

C. NON-ENTRY LEVEL – Classification applied to positions that could be a promotion for, at least, entry-level employees.

IV. PROCEDURE

A. Non-entry level positions.

1. When the Assistant Chief of Staff (AC/S) Human Resources and Administration (HRA) becomes aware that a non-entry level vacancy exists or will exist in the civilian complement of the Department, the AC/S HRA, with the approval of a member of the Primary Staff, shall publish a notice of the vacancy for dissemination throughout the Department. Such notice shall contain, at a minimum: the duties, responsibilities, salary range, job qualifications, and location of the vacant position. Applicants interested in competing for the position shall have eight (8) calendar days from the date listed on the notice to complete an on-line application in the State's electronic job bank system. The deadline for submitting applications shall be 3:30 pm (state time-EST.) on the eighth day. The Human Resources Division will forward a request for endorsements to the employee's Commander. Non-department applicants may also be considered.

2. An interview committee, composed of three (3) employees, shall be appointed by the AC/S HRA. This committee shall interview all applicants deemed qualified by the AC/S HRA and arrive at a numerical rating for each applicant using the forms provided. A written recommendation shall be made to the Personnel Board when Department employees are involved in the interview. If Department personnel are not involved in the interview process, the

recommendation shall go to the Superintendent for approval, through the Human Resources Division.

3. The Personnel Board shall review the recommendation of the interview committee and make a recommendation to the Superintendent.

4. The Superintendent shall select the person to be promoted or hired from the list of those applicants recommended by the Personnel Board.

5. The effective date of promotions for Department employees selected shall be the beginning of the pay period nearest the date of approval by the Superintendent. Applicants from outside the Department can be hired at any time, after approval by the Superintendent.

6. The AC/S HRA shall notify each employee's applicable commander of the employee's status in competing for promotions. The employee's commander shall notify the employee of selection/non-selection. Applicants from outside the Department shall be notified by the AC/S HRA.

B. Entry-level positions.

1. Entry-level vacancies shall normally be filled by hiring a new employee, but may be filled by transferring a current employee of the same pay classification or by demoting a current employee of a higher pay classification.

2. Entry level Motor Carrier Inspector positions shall be filled, either by a current Department employee or new hire, in accordance with the provisions of [HMR-028](#).

3. Selections for entry-level positions may be reviewed by the Personnel Board and shall be approved by the Superintendent, or designee, before they are hired.

4. Entry-level vacancies can be filled at any time during the pay period.

C. Background investigations.

1. A background investigation shall be completed for all new employees before they are hired. Background investigations shall be completed only by those employees who have received the background investigation training.

2. The following records checks shall be completed for all non-department applicants before they are interviewed:

a. National Crime Information Center (NCIC);

b. Indiana Data and Computer System (IDACS);

c. Criminal Justice Data Division-Criminal Administration Services Unit (to ascertain any arrest and the disposition of offenses committed in the state of Indiana);

d. Indiana Sex and Violent Offenders Directory; and

e. A driver's license inquiry.

D. Reference and employment checks.

1. Reference and employment checks shall be completed for all applicants.

2. A Department Personal Reference Questionnaire shall be completed for:

a. All individuals listed as references; and

b. All applicable past and present employers.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.