

DOCUMENTATION GUIDELINES:

Justification memorandums should include the following:

1. Salary of previous incumbent
2. Critical or special skills required for the position
3. Recruitment difficulty/issues
4. Relevant labor market information
5. Assumption of higher level duties (only for promotion/reallocation/in-range/career progression): quoting policy used (new hire vs. promotion – 5% per grade) is not acceptable justification; during this hiring freeze, must provide justification for the recommended salary.
6. Reporting relationship - required if employee reports directly to the DHHS Secretary or a DHHS Deputy/Assistant Secretary
7. Position designation - clearly identify if Exempt Managerial, Exempt Policy-making, Confidential Secretary or Confidential Assistant

Justification attachments should include the following (completed by DPH HR):

8. Equity Analysis including EEO data - equity with others in the relevant work unit in the same classification. (B0088-2 – Employee Salary Comparative Analysis)

Documentation Requirements for various HR Action Requests:

1. Posting a vacant position

Justification Memo (if vacant more than 6 months) – Drafted by Hiring Manager, should include items 1, 2, 3, 4, 6, 7 from list above

Request To Post Form (w/ appropriate signatures) – Created by hiring manager with guidance from Recruitment, Hiring Manager must sign and HR obtains other signatures

Signed updated Job Description – Updated by hiring manager, signed by supervisor and manager

2. Reallocation of a position to a different classification

DPH HR Action Request Form- Initialized by the program; completed and cycled for approvals by HR

Justification Memo –Drafted by Hiring Manager, should include items 1-7 from list above

Analyst Notes – Drafted by DPH HR

Signed updated Job Description – Updated by Hiring Manager, signed by employee (if filled) and supervisor and manager

Salary Qualification Worksheet (if filled) – Completed by DPH HR

Equity Analysis (if filled) – Completed by DPH HR

FLSA Test – Completed by DPH HR

Proposed O-Chart – Submitted by Hiring Manager

OMAR - Completed by Hiring Manager

ADA Checklist – Completed by Hiring Manager

3. In-Range Adjustment salary increase for existing employee

DPH HR Action Request Form - Initialized by the program; completed and cycled for approvals by HR

Salary Qualification Worksheet – Completed by DPH HR

Job Growth In-Range Form – Completed by Hiring Manager

Signed updated Job Description – Updated by Hiring Manager, signed by employee, supervisor and manager

Equity Analysis – Completed by DPH HR

4. New Hire/Promotion/Acting Promotion to fill a vacant position

DPH HR Action Request Form - Initialized by the program; completed and cycled for approvals by HR

Justification Memo - Drafted by Hiring Manager, should include items 1-7 from list above
Employment Application – printed from NeoGov as completed by applicant; submitted by hiring manager with recommendation
Reference Check Information – completed by Hiring Manager after checking references on preferred candidate
Hiring Log – completed by Hiring Manager indicating reason for non-selection of other applicants
***Vacancy Announcement** (new hire/promotion) – printed from NeoGov by DPH HR
Equity Analysis (graded) - Completed by DPH HR
Equity Analysis and Aggregate Leveling Form(banded) – Aggregate Leveling form is completed by Hiring Manager and signed by supervisor and manager
Competency Assessment (Prom/Act Prom) – completed by Hiring Manager
Salary Qualification Worksheet (graded) – Completed by DPH HR
Salary Decision Worksheet (banded) – Completed by Hiring Manager

5. Career Progression/Competency Level Change

DPH HR Action Request Form - Initialized by the program; completed and cycled for approvals by HR
Justification Memo - Drafted by Hiring Manager, should include items 1-7 from list above
Analyst Notes – Completed by DPH HR
Signed updated Job Description - Updated by Hiring Manager, signed by employee, supervisor and manager
Salary Decision Worksheet (if filled) - Completed by Hiring Manager
Equity Analysis and Aggregate Leveling Form (if filled) Equity Analysis completed by DPH HR; Aggregate Leveling Form completed by Hiring Manager
Competency Assessment (if filled) – Completed by Hiring Manager
FLSA Test – Completed by DPH HR
Proposed O-Chart – Submitted by Hiring Manager

6. Career Progression/Increased Comp or Transfer between Banded Classes

DPH HR Action Request Form - Initialized by the program; completed and cycled for approvals by HR
Justification Memo- Drafted by Hiring Manager, should include items 1-7 from list above
Salary Decision Worksheet - Completed by Hiring Manager
Old and New Competency Assessments – Submitted by Hiring Manager
Equity Analysis and Aggregate Leveling Form – Equity Analysis completed by DPH HR; Aggregate Leveling Form Completed by Hiring Manager

7. Delayed Promotion/Reallocation(balance)

DPH HR Action Request Form - Initialized by the program; completed and cycled for approvals by HR
Justification Memo- Drafted by Hiring Manager, should include items 1-7 from list above
Copy of original action/PCR notes documenting balance – Printed by HR
Copy of original approved freeze release form documenting balance – Provided by HR from Personnel File

*Submit a copy of the class specification in lieu of vacancy announcement for Exempt Policy-making positions

8. Temporary Hire Requests

Temporary Employee Order Form – Completed by Hiring Manager
Temporary Solutions Form – Completed by Hiring Manager

9. Dual Employment Requests

CP-30 Form – Filled out by borrowing agency and sent to HR