



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Direct Appointment	DOC Policy: 20.4.10
Supersedes:	DOC Procedures #92, "Direct Appointment and Non-Competitive Classification Appointment," dated 01/31/92	
Applicability:	Management Service and Executive Service positions, and classified represented positions where the appointment is an initial hire to state service	
Directives Cross-Reference:	Rule: State Administrative Rule 105-40-050	

I. PURPOSE

To provide an alternative method to the open competitive process when making appointments to positions.

II. POLICY

A. The Director has the authority and discretion to make direct appointments consistent with the following criteria:

1. When an open competitive recruitment completed within the previous six (6) months results in no suitable candidates as determined, documented and certified by the Director; or
2. It is an executive service position and an exception has been granted by the Director of the Department of Administrative Services in accordance with DOC Policy 20.4.8, Appointment of Executive Service Employees; or
3. An incumbent is appointed to a position being moved into, out of, or within the executive service and duties have not significantly changed in accordance with DOC Policy 20.3.3, Effect of Position Classification Change on Incumbent; or
4. As part of a court or administrative order, consent decree, court of administrative settlement, or negotiated tort claim settlement; or
5. When the position requires special or unique skills at the professional level typically acquired from college course work at bachelor degree level or beyond; or
6. When filling a position which has critical timing requirements and there is a demonstrated need to fill the position quickly and candidates with the required skills would be lost if the normal recruiting process were followed; and
7. The individual to be directly appointed meets the minimum qualifications of the class; or
8. The individual is appointed as an underfill and is able to meet the minimum qualifications of the position within 12 months of the

appointment.

- B. A supervisor wanting to make a direct appointment in consultation with the assigned Human Resources Consultant shall submit a written request to the appointing authority, citing the applicable policy criteria, results of any open competitive recruitment, and the qualifications of the individual selected.
- C. The Human Resources Consultant shall review the request and submit it to the appropriate assistant director together with a recommendation for action. If recommending approval and the position is in the executive service, the human resource consultant shall include a draft letter for the Director's signature to the DAS Director as required by policy. Upon approval by the Assistant Director, he/she shall forward the request to the DOC Director.
- D. All approvals shall be sent to the Human Resources Division Personnel Records Unit, who shall maintain all direct appointment approvals in a central file for a minimum of 3 years for audit purposes.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.