



LOUISIANA HOUSING CORPORATION		POLICY NO. 7	
SUBJECT: FILLING VACANCIES			
Review Dates:	01/21		
Approval:		Date:	
	Kevin Brady, Human Resources Director		
Approval:		Date:	
	E. Keith Cunningham, Jr., Executive Director		

SUMMARY OF CHANGES		
Date	Author	Change Description
12/20	K. Brady	<ul style="list-style-type: none">• Changes in grammar and punctuation.• Removed information to form Policy 46 Extraordinary Qualifications and Credentials• Omitted gender-specific pronouns.



I. Policy.

It is the policy of the Louisiana Housing Corporation (LHC) to fill all classified employment vacancies in accordance with Civil Service Rules and federal law. When an employment vacancy requires posting, Human Resources will adhere to all Civil Service posting requirements.

II. Applicability.

This policy shall be applicable to all LHC employees requesting to fill or applying for a classified employment vacancy.

III. Position Description Review.

A Department Head requesting to fill a classified vacancy must first determine if the position description (SF-3) for the vacant position requires an update. Civil Service requirements mandate that a position description be updated every five years or when major duty changes have taken place.

A position description for a position with supervisory duties must be updated prior to filling the vacant position, unless the position description has been updated within the last twelve months.

IV. Filling a Vacancy.

After checking to see if a position description needs to be updated, the Department Head starts the process below to fill a classified employment vacancy.

1. The Department Head completes a Personnel Action Request (PAR) form and routes to the appropriate Executive Team member.
2. The Executive Team member approves the form and forwards to Human Resources.
3. Human Resources checks to make sure the position description has been updated, if necessary.
4. Human Resources approves the PAR and forwards to the Executive Director for approval.



5. Following receipt of required approvals, the Human Resources Department will announce the vacancy through the Civil Service LA Careers website.
6. If a Civil Service test is required, it will be indicated in the vacancy announcement. A grade will be required for a promotion from a job requiring a test in one series to a job requiring a test from another series.
7. All classified Vacancy Announcements will be posted on the Civil Service LA Careers website for at least the minimum duration as specified by Civil Service Rules unless it is filled by an exemption to posting, as identified in the next section.

V. Posting Exceptions.

Not all classified employment vacancies need to be posted to fill a position in compliance with Civil Service Rules. The circumstances below do not require public announcement of a vacancy in a classified job title.

1. Appointment from a Department Preferred Re-employment list.
2. Non-competitive appointment of a client of a State Vocational Rehabilitation program or a State Blind Services Program under provisions of Civil Service Rule 22.8 (a).
3. Non-competitive re-employment of a former employee based on prior state service under provision of Civil Service Rule 23.13 (a).
4. Demotion of a permanent classified employee.
5. Re-assignment, position change or lateral transfer of a permanent classified employee.
6. Non-competitive promotion of a permanent classified employee to a position to which they would have been non-competitive re-employment eligibility under Civil Service Rule 23.13 if they were to resign.

VI. Employees applying for vacancies.

1. All employees will be informed of the intent to fill vacancies through electronic postings of classified employment vacancies.
2. Employees wishing to be considered for appointment to a vacancy must follow all directions and adhere to closing date deadlines referenced on the LA Careers announcement.



3. Employees with questions regarding the necessity for testing or the submission of a grade should be posed as soon as possible to Human Resources.
4. All LHC employees, who qualify for the position and followed the application procedure, will be considered for appointment to vacancy for which they applied

Whenever possible and where the best interest of the Corporation is served, promotional opportunities or opportunities for career changes or advancement will be offered to LHC employees.

VII. Candidate Selection.

The most qualified applicant, able to perform the essential job functions of the position with or without reasonable accommodation under the guidelines of the Americans with Disability Act (ADA), will be selected for appointment regardless of race, national origin, sex, age, disability, or any other federal or state protected class.

1. Interviews.

Interviews should be conducted to not only allow Department Heads the opportunity to assess the candidates' skills and abilities, but also to give the candidate a sample of the LHC work environment and culture.

All internal candidates should be interviewed when they first apply and qualify for a position in a department.

2. Previous employment checks.

One of the best tools to assist management in filling positions is to perform reference checks with previous employers. Former employers do not usually give much information on the behavior of former employees. However, the former employer would be able to verify that the candidate was employed during the dates indicated on the application.

Please note that Department Heads must verify past employment periods if this information is used to support a hire rate request for Extraordinary Qualifications or Credentials (6.5(g) request). Refer to Policy 46 for more information regarding 6.5(g) requests. Department Heads should use LHC's Pre-Employment Verification Form, which is required when making a 6.5(g) request.



3. Request to hire.

After interviews have been completed and reference checks have been conducted, the Department Head selects the successful candidate.

- a. Department Head emails Human Resources the name of the candidate to whom a job offer should be made. Several candidates may be identified, in case the first candidate declines a job offer.
- b. If the Department Head requests that the candidate be hired above the minimum of the pay level of the position, then the Department Head makes a 6.5(g) request providing support documentation.

The Department Head provides support documentation for the 6.5(g) request using LHC's Pre-employment Verification Form. Support can include original transcripts, copies of certificates, and/or verification of previous employment.

- c. If a 6.5(g) request is made, Human Resources determines the hire rate based on the 6.5(g) support documentation in comparison to the experience and qualifications of current staff in similar positions.

VIII. Responsibilities.

1. Appointing Authority.

Approves job vacancy posting requests and hiring actions.

2. Department Heads.

Department Heads may delegate responsibilities to lower level managers and supervisors.

- a. Ensures that each employee under their supervision, current and new, is made aware of this policy and its contents and any forthcoming revisions, and is informed that they must abide by the terms of the policy.
- b. Provides support documentation for a 6.5(g) request, if made.
- c. Selects a candidate to recommend for appointment based on job-related criteria and in accordance with all State and Federal Laws.



- d. Maintains records of any dispute between the Corporation and an employee regarding the filling of a vacancy including any written statement from the Corporation or employee of the reasons for the disagreement.
 - e. Creates and maintains appropriate documentation of the reasons for the selection/rejection of each candidate within the applicant pool clearly outlining the selection criteria utilized in the decision.
 - f. Notifies Human Resources as soon as possible if the status of the vacancy changes.
3. Human Resources.
- a. Ensures that all LHC LA Careers vacancy announcements are posted timely.
 - b. Responds to questions posed by employees and applicants regarding the application process.
 - c. Contacts the selected applicant to make a Conditional Offer of Employment.
 - d. Ensures that the candidate for employment is made aware of all the conditions that need to be met for the applicant to begin employment.
 - e. Notifies the applicant and the department when the applicant is not eligible for employment.
4. Employees.
- a. Adhere to the stipulations as outlined in this policy.
 - b. Follow all directions and adheres to closing date deadlines referenced on the LA Careers announcement.
 - c. Views the Civil Service Internet LA Careers website for current postings.
 - d. Responds to vacancy announcements in accordance with the instructions provided in the announcement, and providing a complete Civil Service Employment Application, which is in full compliance with the instructions provided on the form, along with any additional documentation specified in the LA Careers announcement.



- e. Acquires the necessary qualifications for desired vacancies by taking the appropriate test as soon as they qualify for the desired position, attaining an eligible score or meeting any other requirement necessary for application.
- IX. Policy violations.**
- Employees found to have violated this policy may be subject to disciplinary action up to and including termination and/or criminal prosecution.
- X. Questions.**
- Questions regarding this policy should be directed to Human Resources.