

**County of San Bernardino  
Department of Behavioral Health**

**Approval for Filling Vacancies Procedure**

Effective Date 3/92  
Revision Date 5/2/07

  
Allan Rawland, Director

**Purpose** To inform Department of Behavioral Health (DBH) managers and supervisors of the appropriate way to obtain approval to fill personnel vacancies to ensure that all vacancies are filled in a non-discriminatory manner.

**Behavioral Health is committed to Equal Employment Opportunity.**

**Required Information** To fill an existing vacant or new budgeted position, please refer to procedure 1. **If you will be requesting a Dual fill/Under fill PSE or a Contract-to-Regular position, please refer to procedure 2.**

**Procedure 1** Staff must follow the steps below to fill existing vacant **budgeted positions**:

Step	Staff	Action
1	Program Manager or Designee	Email Payroll designee the following information: <ul style="list-style-type: none"> <li>➤ Cost Center</li> <li>➤ Position number</li> <li>➤ Location</li> <li>➤ Date position vacated</li> <li>➤ Skills desired, if any</li> </ul>
2	Payroll/HR	<ul style="list-style-type: none"> <li>• Verify information in EMACS. If information is correct, then process.</li> <li>• E-mail Position Request to Deputy Director for approval with a cc to the Program Manager II.</li> <li>• Submit approved Position Request electronically in EMACS.</li> </ul>
3	Director/Assistant Director	Submit request to CAO Analyst for approval.
4	CAO Analyst	Approve request and submit electronically to Human Resources.
5	Human Resources	Certify list.
6	Payroll/HR	Send certification list and applications (if requested) to the appropriate Program/Clinic.

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**Procedure 2**

Staff must follow the steps below to obtain approval for the following types of positions: **Dual fills, Under fills, PSE, and Contract-to-Regular**. Please see forms on DBH home page under forms section.

The following information must be included when requesting a Dual fill/Under fill, PSE and Contract-to-Regular:

<ul style="list-style-type: none"> <li>• Unit</li> <li>• Cost Center</li> <li>• Classification</li> <li>• Position Number</li> </ul>	<ul style="list-style-type: none"> <li>• Status of Position</li> <li>• Funding Sources</li> <li>• Impact of not filling vacancy</li> <li>• Justification for filling vacancy</li> </ul>
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Step	Staff	Action
1.	Program Manager	Initiates <a href="#">Position/Justification</a> form and submit to appropriate Deputy Director.  <b>Dual/Under fills and Contract-to-Regular:</b> <ul style="list-style-type: none"> <li>• Justification to fill</li> <li>• <a href="#">Interoffice memo to CAO</a></li> </ul> <b>PSE and Contract-to-Regular:</b> <ul style="list-style-type: none"> <li>• <a href="#">Interoffice memo</a> to Director/Assistant Director</li> <li>• <a href="#">Position Request routing slip</a></li> <li>• Application or Advance Step Hire form, if applicable</li> </ul>
2.	Deputy Director	Approve Position Request and forward to Director/designee.
3.	Director/Designee	Submit approved <b>Position Request</b> to Administrative Committee for approval.

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Step	Staff	Action
4.	Payroll	<p><b>Dual/Under fills:</b></p> <ul style="list-style-type: none"> <li>• Submit approved Position Request electronically in EMACS.</li> </ul> <p><b>PSE and Contract-to Regular:</b></p> <ul style="list-style-type: none"> <li>• Generate a paper <a href="#">Position Request</a> and submit to Director for signature (if applicable).</li> </ul>
5.	Director/Assistant Director	Submit list to CAO Analyst for approval.
6.	CAO Analyst	Approve request and submit electronically to Human Resources.
7.	Human Resources	Certify list.
8.	Director/Designee	Send certification list and applications (if requested) to the appropriate Program/Clinic.

**Processing of  
Selected  
Candidate**

- A. When a candidate has been selected, notify the HRO designee.
1. The HRO designee will verify the status of any current/previous county employment and also check for any HR flags.
  2. If the candidate is a current or previous county employee, a reference check will be conducted prior to extending a job offer. If the selected candidate successfully passes, then the appointing authority may make a job offer. Please return the certification list and application for the selected candidate to the HRO designee.
  3. If the candidate will be a new county employee, email Payroll to schedule a time for the candidate to come in to complete a background packet and schedule a pre-employment physical. The following information must be included in the email to Payroll:
    - Staff name
    - Title
    - Position number
    - Social Security number
    - Clinic/Program
    - Current county employee or not

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**Please Note:** If an employee is currently employed in another San Bernardino County department, they will **not need** a physical and background check unless the position is for CalWORKS or a Juvenile Probation facility.

- B. Once the job offer is made and the candidate accepts, the starting date for a new employee will be scheduled to coincide with the start of a new pay period and **can only begin after the candidate clears the background check and physical.**
- C. Payroll will be responsible for notifying the following department sections on the 'HIPAA Staff Changes Notification List' report form:

<b>Property Management</b>	For the purpose of controlling access to all DBH facilities
<b>Computer Services</b>	For the purpose of reviewing access to DBH systems and applications
<b>Medical Director's Office</b>	For the purpose of controlling authorizations to write 5150's
<b>Business Office</b>	For the purpose of determining if a Medicare Pin number needs to be added or deactivated
<b>Fiscal Unit</b>	For the purpose of position tracking
<b>Compliance Unit</b>	For HIPAA training registration

Included in this notification will be the:

- Employee name
- Employee ID
- Employee classification
- Cost Center
- Employee start date

Notification will be sent once a week (due by noon each Thursday) for all new hires that have occurred in that week. Any hires that occurred in previous weeks, but were not submitted on a previous list will also be included.