



1415: Personnel

NOTE: Some GA Units have entered into collective bargaining contracts. In these Units the terms of the contract supersede the personnel policies in this manual chapter. If the contents of this chapter conflict with the terms of the contract, the contract prevails.

Maintenance of office and staff, staff allocations, job specifications, employee qualifications, salary standards, and general administrative operational procedures relating to personnel in GA Units receiving State funds for GA purposes, are subject to review and approval by DHS.

Report monthly personnel transactions including new hires, step increases, promotions, and separations to the GA liaison. Request prior approval from the GA liaison for new hires and promotions.

Review by Department

In July of each year the LOA (or their designated representative in the local DHS office) reviews staff allocations for each GA Unit during the preceding 12-month period.

As a matter of routine practice, vacant positions are not filled unless warranted by the average monthly caseload. However, a special review is conducted whenever there is a change in administration (either by election or by appointment). If a reduction in personnel is needed to bring the GA Unit into conformance with its proper staff allocation, the reduction is made at that time.

When there are changes, or requests for changes in personnel, an additional review may be made to adjust staff allocation.