

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
Bureau of Human Resources**

January 8, 2019

**HUMAN RESOURCES MEMORANDUM 1-19**

TO: All Agency/Department Heads; Agency Human Resources Representatives

SUBJECT: Superseded Processes for Hiring Justifications and Management-Initiated  
Reclassifications/Reorganizations

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BACKGROUND

Human Resources Memorandum 4-16 implemented a directive by which agencies were to request approval from the Governor's Office prior to posting any vacancy to be filled. This process required the agency to complete a Hiring Justification Form and submit it to the Governor's Office for approval. No vacancy was to be posted unless it was supported by a completed Hiring Justification Form bearing the approval from the Governor's Office. Human Resources Memorandum 7-17 modified the Hiring Justification Form.

Human Resources Memoranda 2-17 implemented a directive requiring prior approval from the Governor's Office before any Management-Initiated Reclassification or Reorganization would be implemented. Human Resources Memorandum 3-18 modified that process.

NEW PROCESSES

New superseded processes have been established to oversee and manage Hiring Justifications and Justifications for Management-Initiated Reclassifications and Reorganizations; these new processes supersede the Human Resources Memoranda referenced above. Current Hiring Justification Forms and Management-Initiated Reclassification/Reorganization Forms will continue to be used; however, the forms should no longer be sent to the Governor's Office for review and approval. Department Commissioners and other agency heads (for agencies not led by a Commissioner) are now responsible for reviewing and approving these actions. Forms should now be directed to the Commissioner or agency head for review and approval.

The HR Directors for the respective agencies have or will soon provide the Commissioners and other agency heads with additional detailed guidance information.

*s/ Holly Pomelow*

Holly Pomelow, Acting Director  
Bureau of Human Resources