

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

NUMBER: DA1045

NAME: JOB POSTING PROCEDURE

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	01/24/2023	BY: HR Manager
(LAST) REVIEW DATE:	01/16/2025	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

I. PURPOSE

To establish the procedure for job postings for Sanilac CMH positions.

II. APPLICATION

Populations: **NA**

Programs: **Direct - ALL**
Contracted – ALL

III. STANDARDS

Union positions are posted both internally and externally simultaneously. Positions will be awarded based upon the requirements in the Union contract. When an open or vacated position is not awarded to an internal candidate, external candidates will be considered. The CMH Board approves all new Agency positions, and the CEO approves the hiring of all vacated positions.

In order to expedite the hiring process, the CEO may post a vacant or new position internally without prior Personnel Committee or Board approval. The CEO must apprise any applicants that actual hiring requires either Personnel Committee or Board approval as the case may be.

IV. ATTACHMENTS

V. REFERENCES