

**INDIANA DEPARTMENT OF CHILD SERVICES  
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-2-1

Effective Date: July 1, 2005

Version: 1.0

**POLICY TITLE: APPOINTMENT OF A LOCAL DIRECTOR**

**OVERVIEW:** DCS recognizes the importance of having a person designated as the local director in every county to provide program oversight and staff supervision. In the event of a vacancy at the local director level, the Deputy Director of Field Operations is to appoint an acting local director, with the advice and consent of the DCS Director, and then appoint a permanent director. The appointment of an acting local director and the appointment of a permanent director must be done in coordination with the Division of Family Resources/FSSA.

**I. DEFINITIONS**

- a. Certification List: The list compiled by DCS Central Office human resources that identifies applicants that meet the necessary qualifications for the position, thus can be considered to fill a vacancy.

**II. REFERENCES**

NONE

**III. POLICY**

- a. Every county is to have a person designated as the local director. In the event of a vacancy, the Deputy Director of Field Operations is to immediately appoint an acting local director with the advice and consent of the DCS Director. The appointment of an acting local director and the appointment of a permanent director must be done in coordination with the Division of Family Resources/FSSA. Additionally, the acting local director must meet or exceed the minimum position qualifications to assume responsibility for local program oversight and staff supervision. The acting local director may be a local director in an adjacent county. If the acting local director assumes full responsibility for local operations, a temporary appointment to the local director's position may be considered.

The acting local director is to be informed that there is no guarantee of a permanent appointment, should he/she be interested in the position.

- c. Every effort shall be made to appoint a permanent director as soon as possible.
- d. Local director positions are open to anyone who meets the minimum qualifications and completes the application process.

**IV. PROCEDURE**

- a. Posting the Vacancy on the Job Bank: The Deputy Director of Field Operations and DCS Central Office human resources are responsible for requesting a job bank posting in accordance with the State Personnel Department guidelines.

- b. Notifying DCS Employees of the vacancy:
- i. The Deputy Director of Field Operations is to complete the [Announcement of Position Vacancy](#) form and forward it to DCS Central Office human resources for distribution on the same day as the Job Bank Posting is requested.
  - ii. DCS Central Office human resources is to send the announcement via electronic mail to all DCS employees within three (3) business days of submitting the Job Bank Posting request.
- c. Interview Process: The interview process for a local director appointment includes both initial interviews of all selected applicants by an interview team and final interviews of the finalists by the Chief of Staff. The following steps are to be taken:
- i. All aspects of interviewing and appointing a local director must be done in coordination with the Division of Family Resources/FSSA.
  - ii. Upon receipt of the Certification List from DCS Central Office human resources, the Deputy Director of Field Operations is to submit a written request to human resources for a twenty-one day extension of the list.
  - iii. The Deputy Director of Field Operations is to establish an interview team to include the following: him/herself, a local director from a county of similar size and the regional manager. The interview team is subject to the approval of the Chief of Staff.
  - iv. Prior to the final interviews, the Deputy Director of Field Operations is to compile a packet for the Chief of Staff containing the following: a) a cover letter identifying the location of the vacancy, the interview team members, and the names of the finalists; b) the resumes and/or job applications of the finalists; c) the original Certification List; and d) the completed reference checks for each applicant.
- d. Selecting a Finalist: After final interviews have been conducted, the Chief of Staff will discuss the finalists with the DCS Director. The final decision rests with the DCS Director and the Director of the Division of Family Resources/FSSA. DCS Central Office human resources, in coordination with the Division of Family Resources/FSSA, will make the offer of employment; negotiate salary; complete any necessary human resources or State Personnel Department paperwork; and notify the Deputy Director of Field Operations when the offer has been accepted.
- e. Announcing the Appointment: The Deputy Director of Field Operations and the Communications Director, in coordination with the Division of Family Resources/FSSA, will develop an Executive Bulletin from the DCS Director and the Director of the Division of Family Resources/FSSA announcing the appointment. The bulletin should include a brief biography of the appointee, the date the appointee will commence work, the appointee's work contact information and a summary of key responsibilities. The bulletin is to be sent to all DCS staff, the Governor's Press Secretary, any contracting agencies and the following officials in the county/counties that the director will represent: Juvenile Judge(s), Commissioner, the Council President, the Auditor, and the Chief Probation Officer.

- f. Performance Appraisals: The regional manager will conduct a performance appraisal at the end of the working test period. A performance appraisal may be conducted prior to the end of the working test period if warranted. Performance appraisals will be conducted at least once every twelve (12) months thereafter. See DCS [Performance Appraisal policy](#) for guidance on appraisals.

**V. FORMS**

[Announcement of Position Vacancy](#)

DATE: 06/08/05  
James W. Payne, Director  
Department of Child Services

A signed copy is on file.

ARCHIVED