



ADMINISTRATIVE RULE WAIVER REQUEST: EXTENSION OF ELIGIBLE LIST

Petitioner Name: Amy Sturm, Staffing Coordinator

Contact Information: Amy Sturm - (515) 237-3082

Hiring Authority: Mark Voss, DL Supervisor

Administrative Rule to be Waived: 11—56.5(8A) Expiration of a list.

Statement of Rule:

The expiration of a list shall be 120 calendar days following the date of issue unless otherwise approved by the director. All appointments or promotions must be reported to the director before the expiration date of the list. Effective dates of appointments or promotions must be no later than 60 days after the expiration date of the list unless otherwise authorized by the director, except that appointments or promotions "pending graduation" or "pending license" shall be allowed to be effective up to nine months following the expiration date of the list.

List the names of the persons or the description of the class known by petitioner to be affected:

The DL Clerk Sr promotes highway safety and provides excellent and professional customer service to the citizens of Iowa, by making responsible licensing decisions to ensure only qualified drivers are licensed and identification cards are properly issued.

Briefly describe the change requested, including the portion of the rule to be waived:

Please consider extending the expiration of the list beyond 120 calendar days following the day of issue to 180 days. This would enable the hiring authority to not pre-screen and/or interview candidates who were previously screened/interviewed for the same vacancy (as it has now posted twice on NEOGov). This would enable time to post and acquire to new candidates, screen and interview additional candidates, check references and provide a job offer.

Justification for waiving rule (attach additional sheets, as needed):

This position is vacant due to retirement in June 2016. It was initially left vacant while management reviewed staffing statewide. After posting in 03/15/17, the position was filled for (2) days before they resigned. The position was offered to the next next (2) qualified candidates (1 declined, the other had died). The position was re-posted to NEOGov on 6/13/17. The job was offered to (1) qualified candidate, who did not accept the offer. A second interview was conducted for the next (3) applicants and none were identified as qualified.

Department Director Signature

Date September 27, 2017

DAS-HRE Bureau Chief Signature

Date 9/27/17

Decision:

☒ **Granted**
☐ **Denied**

Signature of DAS Director's
Designee/COO of DAS-HRE

Date 9/27/17