



ADMINISTRATIVE RULE WAIVER REQUEST: EXTENSION OF ELIGIBLE LIST

Petitioner Name: Mark Hansen

Contact Information: Iowa DOT, 800 Lincoln Way, Ames, IA 50010, 515-239-1990, mark.hansen@lowadot.us

Hiring Authority: Craig Markley

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:

NEOGOV Req: 17-00112 - Shane Ehlers, Program Planner 1, Performs trainee level professional program planning work of limited technical scope and depth using principles, methods, and practices which are well established in the planning profession; performs related work as required.

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

The portion of the rule requested to be waived is, "All appointments or promotions must be reported to the director before the expiration date of the list." We are requesting to report the name as soon as the applicant accepts the offer of employment. The offer of employment is the next step in the hiring process.

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

Schedule conflicts for the hiring team and applicants as well as a new hiring process delayed the finalization of the applicant selection.

Petitioner Signature

Mark Hansen

Date 10/26/2017

DAS-HRE Bureau Chief Signature

[Signature]

Date 10/31/17

Decision:

☐ Granted
☒ Denied

List Expired 2/20/17

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

[Signature]

Date 10/31/17

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Exam Plan Detail

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Exam Title **Program Planner 1**Agency **645 Iowa Department of Transportation**Exam Number **17-00112**

Division

Vacancies **1**

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
17-00112	Program Planner 1	Expired	06/26/17	Susan Piel	Edit Archive Audit Trail

Recruiting Plan [Add New](#)

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
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Evaluation Steps [Add Step](#) [View Applicants \(21\)](#) [View Applicants by Step \(9\)](#) [App Flow](#) [Print Apps](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Minimum Qualification Review	N/A	View Results	9	Edit Delete Audit Trail

Advanced Filters [Add Evaluation Step Filter](#) [Add Eligible List Filter](#)

Title	Created By	Filter Type	Action
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Eligible Lists [Add New](#) [Show Archived Eligible Lists](#)

List Name	List Type	Expiration Date	# On List Total	# Active	Action
17-00112 04020 Program Planner 1	Regular	09/20/2017	12	0	Edit View Candidates Audit Trail

Requisitions [Add New](#)

Req #	Title	Position ID	Agency	Date Created	Action
17-00112	Program Planner 1	645542291004020001	645 Iowa Department of Transpo...	05/02/2017	Edit Authorize Referrals Disassociate

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Subject	Status	Priority	Due Date	Assigned To	Action
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Note Title	Note	Last Updated	Note Owner	Action
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