



ADMINISTRATIVE RULE WAIVER REQUEST: EXTENSION OF ELIGIBLE LIST

Petitioner Name: Renae McIntosh, Regional Administrator

Contact Information: rmcinto@dhs.state.ia.us; Phone: 563-382-6593 or 515 975-5826

Hiring Authority: Vern Armstrong

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:

19-00652 Waterloo Clerk Specialist

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

This request is to extend the expiration of candidate list 19-00652 in order to allow additional time to fill the vacancy.

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

Circumstances beyond our control are limiting our ability to fill a vacancy from this list prior to its 01/29/19 expiration. The top candidate declined the position prior to the start date. Timely action was taken to identify the next candidate and steps were initiated to complete the required background check. The candidate has failed to complete all required steps for approval. A third viable candidate was identified during interviews. Because background checks are currently taking 4 to 6 weeks to be processed and approved it is not feasible to complete the background check and make the offer of employment prior to the expiration of the list. This position is essential to maintain collections for families. Each

Department Director Signature [Signature]

Date 1-27-19

DAS-HRE Bureau Chief Signature [Signature]

Date 1-28-19

Decision:

☒ Granted
☐ Denied

8 week extension

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

Christy Nuhous

Date 1-28-19

Child Support Clerk Specialist provides essential assistance in establishing and enforcing child support orders. Clerk Specialists perform functions that are crucial to obtain child support collections. By not filling this position without further delay, child support collected and distributed to families will decrease. The decrease in performance would also result in the loss of federal incentive funding. Budgeted federal incentive funding is lost when mandated performance goals are not met. An extension of the expiration date will assure the position is filled without further delay.