



# ADMINISTRATIVE RULE WAIVER REQUEST: EXTENSION OF ELIGIBLE LIST

Petitioner Name: Carmily Stone

Contact Information: 515-281-0921

Hiring Authority: Gerd Clabaugh

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:**

Job Posting 20-01841 - Administrative Assistant 2

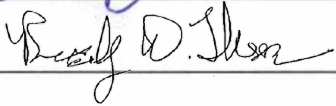
**Briefly describe the change requested, including the portion of the rule to be waived:**

The hiring supervisor is requesting that the 120 calendar day expiration date of the list be waived.

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

The hiring supervisor is currently staffing emergency operations for COVID-19 in the IDPH Emergency Coordination Center. At the time of deployment to emergency operations, the hiring supervisor had already screened candidates and had set up interviews with 9 candidates and then had to postpone. She would like to be able to reschedule those interviews when operations return to normal.

Department Director Signature  Date 5-27-20

DAS-HRE Bureau Chief Signature  Date 5/29/2020

**Decision:**

- Granted**
- Denied**

The above requisition will expire 120 days from the end of the COVID emergency declared by IGOV.

Signature of DAS Director's Designee/COO of DAS-HRE \_\_\_\_\_ Date \_\_\_\_\_

5-26-20 AK