

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 931
(Replaces AD dated 10/6/2005)

Effective Date: September 7, 2006

SUBJECT: STAFF HIRING

I. PURPOSE

To ensure all hiring at Coalinga State Hospital (CSH) meets State and Federal guidelines.

II. AUTHORITY

Government Code Section 11152; Special Order 423.01, Policy Directive 708; miscellaneous State Personnel Board and Department of Personnel Administration laws and rules.

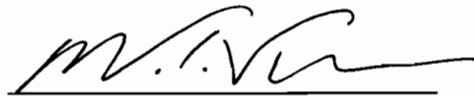
III. POLICY

CSH is committed to ensuring that all employees and potential employees are availed of employment and advancement on the basis of merit, capability, and potential. This, in part, is accomplished through a fair and equitable hiring process.

IV. METHOD

CSH's system of implementing the above policy is the Hiring Process Manual. Adherence to this policy is mandatory and is the responsibility of all managers and supervisors. Exceptions to this policy may only be granted by the Executive Director and must be submitted in advance, in writing.

The Hiring Process Flow Chart outlines the procedures governing the hiring of staff into established vacancies as detailed in the Hiring Process Manual.



W. T. VOSS
Executive Director