

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number HMR-024
	Subject Professional Staff Job Vacancies	
	Special Instructions Replaces HMR-024 dated March 1, 2015	Effective Date March 10, 2026

I. PURPOSE

Establish guidelines for filling Professional Staff vacancies.

II. POLICY

All Professional Staff vacancies shall be advertised throughout the Department. Department and non-department applicants shall be considered to fill the vacancy. However, current employees may be transferred to fill the vacancy.

III. DEFINITIONS

A. ENTRY LEVEL – The lowest salary grade or classification on the Department.

B. NON-ENTRY LEVEL – Classification applied to positions that could be a promotion for, at least, entry-level employees.

C. PROMOTION – A change of an employee from one salary grade to another salary grade having a higher salary range.

IV. PROCEDURE

A. Non-entry level positions

1. When the Human Resources Director and Employment Services/Recruiting Section becomes aware that a non-entry level vacancy exists or will exist in the Professional Staff component of the Department, a notice of the vacancy shall be published for dissemination throughout the Department and online. Such notice shall contain, at a minimum: the duties, responsibilities, starting salary, job qualifications, and location of the vacant position. Applicants interested in competing for the position shall have fourteen (14) calendar days from the date listed on the notice to complete an on-line application in the Department’s electronic job system. The deadline for submitting applications shall be 4:30 pm (state time-EST) on the fourteenth day. The Employment Services/Recruiting Section will forward a request for endorsements to the employee’s Commander. Non-department applicants may also be considered.

2. An interview committee, composed of three (3) employees, shall be recommended by the Commander where the vacancy exists. This committee shall interview all applicants deemed qualified and arrive at a numerical rating for each applicant using the forms provided. A recommendation shall be made to the Superintendent when Department employees are involved in the interview. If Department personnel are not involved in the interview process, a recommendation shall go to the Superintendent for approval, through the Human Resources Division.

3. The Superintendent shall select the person to be promoted or hired from the list of those applicants recommended.

4. The effective date of promotions for Department employees selected shall be the beginning of the pay period nearest the date of approval by the Superintendent. Applicants from outside the Department can be hired at any time, after approval by the Superintendent. Start dates shall be the beginning of a pay period.

The Employment Services/Recruiting Section shall make notifications to employees and applicable commanders regarding the final disposition of an interview process. Applicants from outside the Department shall also be notified by the Employment Services/Recruiting Section.

B. Entry-level positions

1. Entry-level vacancies shall normally be filled by hiring a new employee, but may be filled by transferring a current employee of the same pay classification or by demoting a current employee of a higher pay classification.

2. Entry level Motor Carrier Inspector positions shall be filled, either by a current Department employee or new hire, in accordance with the provisions of [HMR-028 Selection Process](#).

3. Selections for entry-level positions and shall be approved by the Superintendent, or designee, before they are hired.

4. The effective date of hire for entry-level vacancies shall be at the beginning of a pay period.

C. Background investigations

1. A background investigation shall be completed for all new employees before they are hired.

2. Background investigations shall be completed only by those employees who have received the background investigation training.

3. The following records checks shall be completed for all non-department applicants before they are hired:

a. National Crime Information Center (NCIC);

b. Indiana Data and Computer System (IDACS);

d. Criminal Justice Data Division-Criminal Administration Services Unit (to ascertain any arrest and the disposition of offenses committed in the state of Indiana);

e. Indiana Sex and Violent Offenders Directory; and

f. A driver's license inquiry.

4. Reference and employment checks shall be completed for all applicants.

5. A Department Personal Reference Questionnaire shall be completed for:

- a. All individuals listed as references; and
- b. All applicable past and present employers.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.