DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO.:	**12-B(3)**
EFFECTIVE DATE:	**OCTOBER 7, 2015**
SUBJECT:	**DUAL CAREER LADDER - ENGINEERING TECHNICIAN POSITIONS**
AUTHORIZATION:	**STEPHEN CHUSTZ, SECRETARY**

I. POLICY

In accordance with Civil Service Rule 5.9, the Department of Natural Resources (DNR) has established a Dual Career Ladder (DCL) Program for the following Engineering Technician position:

- Engineering Technician DCL

II. PURPOSE

This policy establishes guidelines for the Dual Career Ladder Program for the identified Engineering Technician position.

III. APPLICABILITY

This policy applies to all eligible DNR employees.

IV. PROGRAM GOALS AND EXPECTATIONS

DNR's goals and expectations for the Engineering Technician Dual Career Ladder (DCL) Program are:

1. To increase flexibility in meeting programmatic needs;

2. To increase job satisfaction through promotion based upon technical expertise rather than upon supervisory/managerial responsibilities;

3. To continue to reduce the turnover within the Engineering Technician job series by 10% through increased promotional opportunities, thereby preserving the institutional knowledge acquired by employees who remain with DNR, and also ensuring the continuity of complex programs;

4. To increase the efficiency of programs by allowing managers to focus primarily on managerial duties, while allowing technical experts to focus primarily on complex and technical issues; and

5. To promote continuous education within the organization.

V. PROCEDURE

1. Eligibility

   A. Applicants for DCL positions must have received a PES rating of "Successful" or "Exceptional" for the previous evaluation period.

   B. Applicants who received a PES rating of "Not Evaluated" or "Unrated" for the previous evaluation period shall be considered to have received a "Successful" rating for purposes of DCL eligibility.

   C. Every effort shall be made to obtain performance information from the previous employer of candidates employed at non-LaGov paid agencies.

2. Supplemental Qualifications

   A. In addition to the minimum qualification requirements, each DCL position will have specific supplemental qualifications relating to experience in a highly specialized area or having special licenses and/or certifications. Programmatic needs will determine the required supplemental qualifications.

   B. Requests for approval of supplemental qualifications will be submitted through Human Resources to the Staffing Division of the Department of State Civil Service using the 'Request for SCS Approval of Supplemental Qualification for DCL Position' form.

3. Selection Procedures

   A. Newly created and/or vacant DCL positions will be filled on a competitive basis.

      Exception: If an employee is accepting a demotion or lateral transfer into a DCL position, the position does not have to be filled competitively.

   B. Upon receipt of the Personnel Request Form, the job announcement will be posted on LA Careers and on DNR's Intranet. Once the announcement period has closed, a list of eligible candidates will be referred to the hiring manager.

   C. Upon conclusion of the interview process, the hiring manager's recommendation will be forwarded through the chain of command

to the employee's appointing authority who has final approval authority for selection of the best qualified applicant.

VI. SCOPE OF USE

1. DNR will use the existing job specifications for the Engineering Technician job series.

2. The Engineering Technician job series may be utilized for positions throughout the State.

3. Documented programmatic needs will guide the creation and utilization of the Engineering Technician DCL Program.

4. Reporting requirements, essential functions and supplemental qualifications will limit the scope of the DCL Program.

5. Engineering Technician DCL jobs will not exceed 25% of all funded, non-supervisory staff positions in the Engineering Technician job series within the department.

VII. PROGRAM ASSESSMENT AND REPORTING

DNR is required to compile an annual report detailing the use and effectiveness of the DCL Program for the preceding fiscal year. Human Resources will be responsible for submitting the report to the Department of State Civil Service by July 31st of each year. The report will contain the following information:

1. Progress toward DCL policy goals;

2. DCL participant performance standards;

3. DCL participant selection procedures and supplemental qualifications; and

4. Scope of DCL Program use.

VIII. EXCEPTIONS

There will be no exceptions to this policy.

IX. QUESTIONS

Questions regarding this policy should be addressed to Human Resources.

Stephen Chustz, Secretary

9/24/15

Date

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REVISION DATE: 10/15