

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCE POLICY NO.:	12(B)-3
EFFECTIVE DATE:	September 15, 2010
SUBJECT:	Dual Career Ladder Policy for Engineering Technician Positions
AUTHORIZATION:	Civil Service Rule 5.9

I. PROGRAM GOALS AND EXPECTATIONS:

The goals and expectations to be derived from the Department of Natural Resources' (DNR) Engineering Technician Dual Career Ladder (DCL) program are:

- To increase flexibility in meeting programmatic needs
- To increase job satisfaction through promotion based upon technical expertise rather than supervisory/managerial responsibilities
- To continue to reduce the turnover within the Engineering Technician series by 10% through increased promotional opportunities and thereby preserving the institutional knowledge acquired by employees who remain with DNR and ensure the continuity of complex programs
- To increase the efficiency of programs, i.e., managers can manage without being solely responsible for complex/technical issues and technical experts can devote their expertise to complex issues rather than supervisory/managerial responsibilities, and
- To promote continuous education within our organization.

II. PERFORMANCE STANDARDS FOR ELIGIBILITY:

Individuals who are eligible to be considered for positions in the Dual Career Ladder must:

- Have an performance score of 3.5 to 5.0 which includes Exceeds Expectations and Outstanding for the two most recent Performance Planning and Reviews
- Have not received a disciplinary action in the preceding three years
- In the event two ratings are not available ("State Employees Performance Planning and Review (PPR) Form"), efforts shall be made to obtain performance information from the applicant's previous employer(s) if the employee is unclassified or from the private sector.

III. SELECTION PROCEDURES:

Newly created or vacant Dual Career Ladder positions will be filled on a competitive basis. Positions will be announced upon approval of a Personnel Request Form by the Appointing Authority to fill the position. The job announcement will be posted on LA Careers and the DNR Intranet. Applications will be received during the posting period and evaluated. Applicants meeting the minimum qualification requirements will be routed to the appropriate hiring manager.

Final recommendation will be sent to the Secretary or his designee who will have final approval authority.

IV. SUPPLEMENTAL QUALIFICATIONS:

Each DCL position will have specific requirements that are uniform for all the positions, including experience in a highly specialized area or having special licenses and/or certificates, in addition to the minimum qualification requirements.

DNR shall utilize the following job titles, supported by job specifications on the Civil Service website, for the Dual Career Ladder positions:

- Engineering Technician DCL

DNR anticipates establishing new positions and present positions supported by specific job descriptions that may include additional qualification requirements above the minimum requirements outlined in the job specification. These supplemental qualification requirements will be determined by programmatic needs.

V. SCOPE OF USE:

DNR will use the existing job specifications for the Engineering Technician series. The location of work will be statewide.

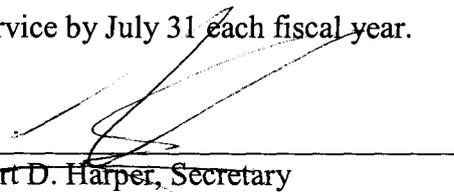
These positions will be created and utilized based on documented programmatic needs. The scope of the DCL program is limited by reporting requirements, essential functions, and supplemental qualifications. The Engineering Technician DCL jobs will not exceed 25% of all funded staff positions.

VI. PROGRAM ASSESSMENT AND REPORTING:

At the end of each fiscal year, DNR will compile a report detailing the activity of the DCL program for the preceding fiscal year. It will contain the following information:

- The number of DCL positions filled during the fiscal year
- How the employees who filled these DCL positions were selected for inclusion
- The two-year average performance ratings of those employees
- Progress toward the attainment of specified goals
- Other substantive details about the DCL positions

This report will be submitted to the Department of State Civil Service by July 31 each fiscal year.



Robert D. Harper, Secretary

9/15/2010

Date