



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-012
SUBJECT: HIRING AUTHORITY AND APPROVAL	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 3
REVIEWED BY: HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	EFFECTIVE DATE: 01/09/89
TO BE PERFORMED BY: ALL DEPARTMENT/SERVICE MANAGERS AND MLK OPC OFFICE OF HUMAN RESOURCES	REVIEWED DATE: 04/16/07 REVISED DATE: 04/2017

PURPOSE

1. To define the procedure for hiring authority to meet staffing requirements of organizational units. The policy and procedure for the acquisition of Non-County workforce members is contained in Martin Luther King, Jr., Outpatient Policy and Procedure No. 04-043, Non-County Workforce Members.

POLICY

Hiring authority is delegated by the Los Angeles County Chief Administrative Office to the Director, Department of Health Services, and through that delegated authority to the Chief Executive Officer/Hospital Administrator of MLK OPC.

Approval to hire is ultimately granted to the individual department/service area manager through submission of a Personnel Action Request (PAR) document (HS-33) to the Chief Executive officer/Hospital Administrator of MLK OPC. Approval is, generally, predicated upon the annual budget allocation of funded positions distributed among established organizational units within MLK OPC facility.

All employment appointment transactions resulting in an increase to the compensated employee population, or changes to an employee's classification title or employment status requires submission and approval of a PAR.

Hiring request should mirror the staffing plan validated by Human Resources, and should be within its annual allocation of ordinance and budgeted (funded) positions. Department/Service Area Managers should refrain from requesting appointments to unfunded/unallocated positions. Over hire exception requests require the consensus of the Executive Staff and CEO/Hospital Administrator.

PROCEDURE

Requests to Hire, Promote, Reinstate, Etc.:

- Based upon current staffing requirements, the budget allocation, and current item control data, Department/Service Area managers electronically submit a Par for each request for appointment in which there is an increase to the employee population or change in an employee's classification, overall employment status (e.g., Intermediate Clerk to Intermediate Typist Clerk, or temporary status to permanent status), or to facilitate either intra-facility or intra-department/service area transfer/reassignment.
- The PAR initiated by the department/service area manager is forwarded to the ascending Executive Staff member with responsibility for the designated area in which appointment is requested.

NOTE: For all medical service areas, the PAR must be endorsed by the Medical Director prior to submission to MLK OPC/Office of Human Resources.

- Human Resources will review the PAR relative to accurate completion (e.g., cost center, specified classification title/number, etc.) and availability of the designated budgeted and funded position, and
 - a) If the document provides accurate/appropriate information, record its receipt in the PAR tracking system maintained for that purpose. If the document is unacceptable, it will be returned to the appropriate Executive Staff member as deficient without further action.
 - b) If the designated position to be filled is validated as being both budgeted and vacant, the Item Management Systems will provide relevant Item control information on the PAR and forward for review/authorization to the CEO/Hospital Administrator.

NOTE: Prior to submission to the CEO/Hospital Administrator, Human Resources must review and approve the appropriateness of all requests involving misaligned/variance positions (e.g., budgeted classification of Senior Typist clerk, appointment level of Intermediate Clerk); specialized appointment transactions involving substitution of eligible lists, borrowed lists or selective certification, etc.; administrative reassignments; voluntary reductions, etc.

- The CEO/Hospital Administrator will disposition each PAR forwarded by DHS human Resources and determines the approval or denial of the request pursuant to the organization's hiring plan, fiduciary status, and priority relative to established standards for the provision of patient care.
 - a) If approved, Hospital Administration will return the PAR to the DHS Human Resources-Operations Unit for recruitment/selection activity in concert with the appointing department/service area.

NOTE: Notwithstanding approval of a PAR by the CEO/Hospital Administrator, if the position involved is subject to the provisions of the Management Appraisal and Performance (MAPP) plan, or if any special salary placement consideration is being requested, then additional approvals will be required from Department of Health Services/Administration –and/or- the Los Angeles County Chief Administrative Office.

- b) If denied, Hospital administration will return the PAR to the point of origin (department/service area) with the basis for denial.

SPECIAL AUTHORITY:

MLK OPC Executive Staff has the authority to review and provide direction regarding increased hiring authority/approval to address:

- Unanticipated needs as related to the Joint Commission on Accreditation of Healthcare Organizations (JCAHO)/Joint Commission.
- Special authorities that may be granted by the Department of Health Services or governing Board of Supervisors in response to unanticipated revenue for grants or increased patient workload.

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Regina D. Pierre, Human Resources Administrator

Date

Signature(s) on File.