**STATEMENT OF BASIS, SPECIFIC STATUTORY AUTHORITY, AND PURPOSE FOR THE STATE PERSONNEL DIRECTOR'S ADOPTION OF PERMANENT ADMINISTRATIVE PROCEDURES P-4-15 B (6), P-4-15 B (9), P-4-17**

# 4 CCR 801

The purpose of the State Personnel Director's permanent adoption of administrative procedures listed below is: to adopt permanent administrative procedures pertaining to employment lists and referrals to reflect policy changes and provide clearer guidance to users of the Director's administrative procedures.

Employment Lists

P-4-15-B (6)—This proposed change clarifies that an appointing authority may remove a name after considering the candidate for three or more vacancies provided the candidate was interviewed at least once. Persons removed from an employment list may request a Director's review.

Referrals

P-4-17—Proposed policy change permits a rank-ordered referral list of candidates containing up to three names for each vacancy. The change will streamline selection decisions when there are multiple vacancies. Currently when there are multiple vacancies, the appointing authority receives the top three names plus one additional name for each additional vacancy. For example, if there are 3 vacancies, 5 names are referred. The proposed change would allow up to 9 names to be referred to the appointing authority to interview and consider for the three vacancies. If the appointing authority concludes that he or she would not select a candidate for any of the three vacancies, the name can be removed from the employment list for those vacancies in accordance with changes proposed in P-4-15-B (6). Appointing authorities must still select from among the top three ranked candidates remaining on the employment list when filling any position.

The State Personnel Director's authority to adopt these administrative procedures is enumerated in:

Colorado Constitution, Article XII, Sections 13 and 14

State Personnel System Act, Section 24-50-101, et. seq., including, but not limited to:

Section 24-50-101(3) (c), CRS (2003);
Section 24-50-102, CRS (2003);
Section 24-50-112.5, CRS (2003); and
*CAPE v. Lamm*, 677 P2d 1350 (Colo. 1984).

Adopted: