

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 65

October 10, 1984

TO: All Departments, Boards, Agencies and Commissions

FROM: Erroll G. Williams, Chief Administrative Officer

SUBJECT: HIRING OF UNCLASSIFIED AND CLASSIFIED PERSONNEL

1. PURPOSE.

The primary purpose of this memorandum is to establish a policy which requires the approval of the Chief Administrative Officer before hiring any unclassified personnel. This memorandum is revised to include a procedure relative to the requisitioning process for the hiring of unclassified and classified personnel.

2. PROCEDURE.

- A. Those individuals who have the authority to hire unclassified employees must obtain the approval of the Chief Administrative Officer before filling a new or vacant position. The approval of the Chief Administrative Officer is required before an individual is hired, before making a job commitment, and before beginning any employment interviews.
- B. A written request to hire an unclassified employee shall be submitted to the Chief Administrative Officer. The request shall include the following information:
 - 1. Job classification and working title if applicable;
 - 2. Starting salary;
 - 3. Statement as to whether this is a new position, or if a replacement, the name of the former incumbent;
 - 4. A brief description of the duties; and
 - 5. Information concerning any prospective applicants.
- C. Requisitions submitted for the hiring of unclassified employees must be submitted to the Budget & Operations Management Division of the Administrative Office for approval, before hiring an individual to fill the position. If the forms arrive in this division with an appointment form attached, the forms will not be processed for payroll purposes. The same procedure specified in this section 2(c) shall also apply to requisitions submitted for hiring classified employees.

3. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Chief Administrative Office.

EGW:KS:ch