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MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE
HEALTH RESOURCES ADMINISTRATION
BUREAU OF HEALTH RESOURCES DEVELOPMENT

TO : Employees of DRMP, DFU and DCHP

DATE: September 10, 1974

FROM : Acting Associate Director
Health Resources Planning

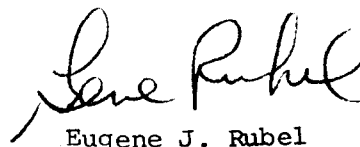
SUBJECT: Policy for Employment Ceiling Control and Hiring

Recently the Administrator approved an employment ceiling for the 3 planning divisions (DRMP, DFU, and DCHP) to be managed separately from BHRD. On September 5 I delegated the control of the ceiling to the Associate Director for Management, HRP, Mr. Croft. While we are involved in the implementation of new legislation and moving toward some appropriate new organization, it will be his responsibility to maintain one centrally controlled ceiling for HRP.

In addition, the HRP Executive Committee has discussed and approved a strategy for filling jobs as the need arises over the next few months. That strategy has several components.

1. While clerical vacancies will be filled as they occur, professional vacancies will be filled on an exception basis only. We want to be sure that the functions of a particular job are still needed.
2. If a professional position is to be filled, employees within the 3 divisions will be given automatic and equal consideration before the job is posted through the Parklawn Personnel Office. A process is being designed which will provide reasonable assurance to the Executive Committee that such consideration is, in fact, being given.
3. If hiring from outside the 3 divisions becomes necessary, any individual considered must fill a need in the projected HRP organization. We recognize that there will be some difficulty fitting people already on board into a new organization. We don't want to compound the problem.
4. All hires from outside the 3 divisions must be approved by the Executive Committee. This will provide your Division Director a final voice in any decision which might otherwise cause us to overlook you as a possible candidate for a vacancy.

I am sure your Division Directors or Mr. Croft will be happy to discuss these new policies with you and provide any further explanations which you may need.



Eugene J. Rubel