

**Department of Behavioral Health
TRANSMITTAL LETTER**

SUBJECT Areas of Consideration for Department of Behavioral Health Vacancies		
POLICY NUMBER DBH Policy 712.1	DATE DEC 17 2013	TL# 200

Purpose. This policy establishes the areas of consideration for competitive vacancies in the Department of Behavioral Health (DBH).

This revision adopts the policy from the former Department of Mental Health, now merged into the new Department of Behavioral Health, in accordance with the DBH Establishment Act of 2013.

Applicability. The areas of consideration established herein apply to DBH vacancies advertised and filled in accordance with the merit staffing requirements described in the District Personnel Manual Chapter 8.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

Implementation Plans. Specific staff whose roles are relevant to the implementation of this policy should be trained, as needed. Program managers are responsible for following through to ensure compliance.

Policy Dissemination and Filing Instructions. Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

ACTION

REMOVE AND DESTROY

DMH Policy 712.1

INSERT

DBH Policy 712.1


 Stephen T. Baron
 Director, DBH 12/17/13


**DEPARTMENT OF
BEHAVIORAL HEALTH**
Policy No.
712.1

Date

DEC 17 2013

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**Supersedes
DMH Policy 712.1, same subject, dated March 21, 2003.**
Subject: Areas of Consideration for Department of Mental Health Vacancies

1. **Purpose.** This policy establishes the areas of consideration for competitive vacancies in the Department of Behavioral Health (DBH).
2. **Applicability.** The areas of consideration established herein apply to DBH vacancies advertised and filled in accordance with the merit staffing requirements described in the District Personnel Manual Chapter 8.
3. **Authority.** D. C. Personnel Regulations, Part I, Chapter 8, Sections 837.9 through 837.12; District Personnel Manual Chapter 8, Part II, Subpart 3, Section 3.3.B.4 and Appendix A, Sections A.4.1.a and A.4.1.b and A.9.C.3; and the Establishment of the Department of Behavioral Health of 2013.
4. **Definition.**
 - **Area of Consideration** – The area in which the Department makes an intensive search for candidates and from which applications will be accepted in a specific recruitment action.
5. **Policy.** As the personnel authority for the Department of Mental Health, the DBH Director or designee may authorize a smaller area than Department-wide as the minimum area of consideration when advertising vacancies under merit staffing procedures.
 - 5a. The DBH Director has determined that the minimum area of consideration for all DBH competitively-advertised vacancies shall be the DBH organizational segment in which the vacancy occurs, i.e., the Authority, the Behavioral Health Services Division, or Saint Elizabeths Hospital.
 - 5b. When it is determined that the minimum area of consideration will not produce enough high-quality candidates and that a broader search is needed, the area of consideration shall be Department-wide or Unlimited, taking into account the nature and level of positions covered.

Approved By:

 Stephen T. Baron
 Director, DBH



(Signature)

 12/17/12
 (Date)