
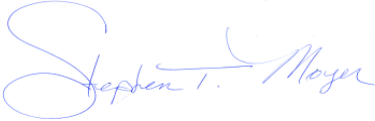


Executive Directive



Title: Approval – Appointment to Grade 16 or Greater	Executive Directive Number: ADM.050.0048
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: §.05P – Appointments of DPSCS.010.0001 dated 12/03/14
Related ACA Standards: N/A	Responsible Authority:  Executive Director – Human Resources Services
Related MCCS Standards: N/A	Effective Date: March 2, 2015 Number



Stephen T. Moyer
Secretary



William G. Stewart
Deputy Secretary
for Administration

.01 Purpose.

- A. This directive establishes a requirement for an appointing authority to obtain approval from the Secretary — Department of Public Safety and Correctional Services (Department) to appoint an individual to a Department position that is at a Salary Grade 16 or greater.
- B. This directive overrides provisions previously established under DPSCS.010.0001 (dated December 3, 2014) requiring the same approval at a Salary Grade 19 or greater.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

The Department shall manage all resources provided for in the Department's budget in order to maximize the return on expenditures related to protecting the public, employees, and those in the custody of or under supervision by the Department.

.04 Definitions.

- A. In this directive, the following term has the meaning indicated.
- B. Term Defined.
 - (1) “Appointing authority” means an individual employed by the Department who is authorized, consistent with the provisions of the State Personnel and Pensions Article, Annotated Code of Maryland, and any personnel policies issued pursuant to it, to appoint, promote, transfer, reassign, and discipline employees assigned to the appointing authority's unit.

.05 Responsibility/Procedures.

- A. The Secretary shall have overall responsibility for administrative and operational activities of the Department.

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B. Appointments. — Before an appointing authority makes an offer of employment to an individual for placement in any Department position at a Salary Grade 16 or greater, the appointing authority shall obtain written approval from the Secretary to make the offer of employment.

- (1) An appointing authority considering an offer of employment under §.05B of this directive shall submit a written request for approval to the Secretary that, at a minimum, provides:
 - (a) Justification for filling the position;
 - (b) Justification for and the salary to be offered the individual;
 - (c) A position description in the form of an MS-22; and
 - (d) A resume' submitted by the individual considered for the position.
- (2) The Secretary, or a designee, shall advise the appointing authority submitting a request under §.05B(1) of this directive in writing of a decision concerning a request, which may include:
 - (a) Approving the request as submitted;
 - (b) Approving the request with modification; or
 - (c) Denying the request.

.06 Attachment(s)/Links.

There is no attachment to this directive.

.07 History.

This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Operations Distribution.

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S — Human Resources staff