

Department Restriction of Appointment (DROA) Process

Overview

This document provides information on the DROA process the department will follow in the filling of vacant positions and the placement of DROA/surplus employees.

Background

The Department of Personnel Administration grants departments the ability to institute a process that requires hiring supervisors and managers with vacant positions, which are outside the area of layoff, to make appointments of surplus employees from within their own department.

Typically the DROA process is done in conjunction with an internal hiring freeze, thereby allowing the maximum placement opportunities of DROA/surplus employees.

Process

The following chart outlines the process to be followed in administering the department's DROA program:

Step	Responsible	Action
1	OHR	Programs are requested to submit a copy of their updated organization chart and correlating duty statement. <ul style="list-style-type: none">• Charts reflect all viable, vacant positions.• No cut positions are included.
2	OHR/Program	Program and OHR staff meet to ascertain availability of positions.
3	OHR	Seniority scores are compiled for DROA employees.
4	OHR	Listing of placements is finalized. <ul style="list-style-type: none">• Placements will be to same classification as DROA employees.• Most senior DROA employees shall be placed first, this will minimize possibility of being "bumped" when layoffs and demotions occur.
5	OHR	Programs and employees are notified of placements.

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