

TO: All Personnel Manual Holders

FROM: Allison Dunbar  
Director,  
Human Resources Division

SUBJECT: Addendum to PD-71, "Selection System Procedures" (rev. 13)

Effective September 1, 2023, PD-71, "Selection System Procedures" (rev. 13) is revised to require preapproval be obtained prior to the selection of an ERS retiree into a non-targeted career position, when the applicant retired from a group 22 or higher.

PROCEDURES:

XIV. Selection an Applicant

B. Factors for Consideration

6. Selection of an ERS Retiree

If an ERS retiree who retired from a group B22 or higher, is recommended for selection to a non-targeted career position, or to a supervisor of COs, FSM IV, LM IV or PO III-V, preapprovals must be obtained prior to documenting a rationale for selection, and prior to submission for clearance.

These procedures do not apply to the following positions: COs; FSM II and III; LM II and III; and PO I and II.

- a. The primary interviewer shall submit a request in writing for approval to select an ERS retiree for a position with the TDCJ through the selection reviewer, to the appropriate division director.
- b. The request must reflect justification for selection over other nonERS retiree applicants.
- c. The division director shall provide concurrence or non-concurrence with the selection via email. The email must be retained with the selection packet.

This approval process for selection must be obtained for initial rehire, and for any subsequent position changes or rehires.

If the division director concurs with the selection of the ERS retiree, a rationale for selection shall then be documented. The rationale should reflect all job-related factors considered for selection and that appropriate concurrences were obtained.

- d. The contact person shall attach a copy of the division director's concurrence for selection when submitting for clearance.

If you have any questions, please contact Lindsey Harding, Manager V, Compliance, at 936-437-4060.

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