



STATE OF GEORGIA
OFFICE OF THE GOVERNOR
ATLANTA 30334-0900

Sonny Perdue
GOVERNOR

MEMORANDUM

TO: Agency Heads

FROM: Thomas D. Hills, Chief Financial Officer
James R. Lientz, Jr., Chief Operating Officer

DATE: March 19, 2008

SUBJECT: Critical Hire Approval Process

As a follow-up to Governor Sonny Perdue's announcement last week regarding the slowdown in state revenue collections, we want to address how limited discretionary spending is going to impact your ability to fill positions within your organization.

To curtail discretionary spending, hiring over the next several months will be limited to positions considered mission critical. Agency leaders should use prudence when determining which vacancies in their organization are considered critical positions.

To assist you in making appropriate hiring decisions, the State Personnel Administration (SPA) has created a set of guidelines to be followed to fill your positions. The attached "Request for Approval to Fill Critical Personnel Vacancy Form," outlining why the hire or personnel action is essential to your agency's mission, must be submitted to SPA who will coordinate approval with the State's COO and CFO offices. Justification statements must stipulate critical impacts associated with a hiring delay or refusal of a hiring request. The Form must be approved before any recruitment for the position begins. Employment offers already extended are not affected by this process.

To ensure that sufficient funds are available, the Office of Planning and Budget will review all requests.

If you have any questions or need additional information, please contact Steve Stevenson at steve.stevenson@spa.ga.gov and (404) 656-2705.

C: Steve Stevenson, Commissioner, State Personnel Administration
Trey Childress, Director, Office of Planning and Budget