

**SARASOTA COUNTY GOVERNMENT**  
**Talent and Performance Management**

**INTEROFFICE MEMORANDUM**

**TO:** General Managers and Managers

**FROM:** Joanie Whitley, General Manager, Human Resources

**SUBJECT:** Mission-Critical Positions Hire Process

**DATE:** April 24, 2007 (Revised March 18, 2008)

In response to Jim Ley's memo to the Sarasota Board of County Commissioners, dated April 20, 2007, "Preparing for Tax Reform" TPM-HR Workforce Planning proposes the following process to fill mission-critical positions.

1. In addition to submitting a Talent Requisition and an updated position description/physical demands form, hiring authorities will be required to complete a Mission-Critical Positions – Authorization to Fill form, which will be e-mailed to appropriate personnel and available on the TPM and e-HR web sites. The form will require an Executive Director or Chief Officer's signature and also require the executive to meet with Susan Scott, Dave Bullock, and Mary Sassi Furtado to obtain DCA approval.
2. Hiring Authorities completing the Mission-Critical Positions form will be required to:
  - a) Demonstrate the criticality of the position to SCG core mission and justify why the work cannot be completed by alternative means;
  - b) Discuss the impact of the position to public health, safety, and welfare; and
  - c) Address if other business centers were contacted to determine if they could contribute a qualified employee to fill or share the position, and if not, why
3. Once the Executive Director or Chief Officer meets with Susan, Dave, and Mary, and obtains DCA approval, the paperwork should be sent to the TPM Service Center at 1301 Cattlemen Road, Building B or scanned and sent to AskTPM@scgov.net. The original documents should follow in interoffice mail. The TPM Service Center will forward the documents to HR for review and if complete, HR will post the position for recruitment.

cc: DCAs  
Executive Team  
TPM Service Advisors