

ROPSSA Employee Manuals - Compiled Policy Report

This report synthesizes information from various versions of ROPSSA's employee manuals and highlights any contradictions or significant changes identified by the LLM.

Policy Area: 7. Employment

****PART 1: SYNTHESIZED CONSISTENT POLICY****

7.1. The purpose of this section is to provide policies for the orderly hiring of employees for the various positions within the Social Security Administration.

7.1.1. Policies

7.1.1.1. All personnel recruitment and all rules and regulations governing personnel in the Social Security Administration shall not discriminate on the basis of race, color, sex, religion, or age. Equal employment opportunities shall be provided to all applicants and employees.

7.1.1.2. The Administrator and all Social Security Administration employees shall engage in affirmative action programs to assure equal opportunity in employment and nondiscrimination in all Social Security Administration programs and activities.

7.1.2. Employment List:

* Open List: A list of eligible applicants established pursuant to a vacancy announcement and containing names of candidates from outside and inside the Social Security Administration. This list shall contain names of all who applied and were found to be eligible.

* List of Eligibility: A list of candidates who applied and certified to be qualified to fill the vacant position within the Social Security Administration.

7.1.3. Probationary Period:

* No person shall be appointed to, employed, and/or paid for service in the SSA until that position has been duly established and allocated to its proper class and salary by the Board.

* A probationary employee has not attained permanent employment status and is thus not eligible to be on the list.

7.1.4. Creation of Positions:

* The Board, upon recommendation by the Administrator, will create positions, which are necessary for the efficient performance of the duties and functions of the Social Security Administration.

- * The Administrator shall be responsible for the development of the job descriptions.
- * Position Classification: The creation of classes or classes of positions shall include the following:
 - + Title of the position
 - + Pay level and salary range
 - + Brief descriptions of duties and responsibilities
 - + Desirable knowledge, skills, and abilities for the position

****PART 2: CONTRADICTIONS AND SIGNIFICANT CHANGES****

No contradictions or significant changes identified for this policy area.
