



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2011-30

August 31, 2011

TO: All Agencies

FROM: Jeff Mohlenkamp, Director
Department of Administration

SUBJECT: Justification to Fill (JTF) Process

Effective Thursday, September 1, 2011 agencies will no longer be required to utilize the JTF electronic system that was put in place in response to the hiring freeze that went into effect March 1, 2010.

Although agencies will not be required to use the JTF approval system at this time, all agencies are responsible for and advised to review positions with discretion prior to filling to ensure the position is significant to the operational needs of the agency. Prior to filling positions, agencies must also ensure the position is in compliance with their legislatively approved budget and follow all mandatory personnel rules and regulations regarding the hiring process and layoffs.

All JTF's that are in progress within the JTF system as of Sept. 1, 2011 will not be processed and agencies are free to fill at their discretion.

If you have any questions regarding this notice, please contact your assigned budget analyst within the Budget Office.



Jeff Mohlenkamp, Director

cc: Ann Wilkinson, Governor's Office