



## JOB AIDS AND RESOURCES

### Agency Posting Guidelines for the Various Appointment Types

Agency posting guidelines/procedures that must be conducted in LA Careers are available in Job Aids & Resources under [Chapter 22](#). This document provides information on the posting and hiring guidelines based on the various types of appointments as discussed in Chapter 23.

#### **Appointments**

Probational appointments, job appointments and promotions shall be made from "Certificate of Eligibles" created in accordance per [Rule 22.9](#) except as provided elsewhere in these rules.

For a specific job vacancy posting that has a closing date or a continuous posting restricted to a parish, the "Eligible List" resulting after candidates have passed all Evaluation Steps will be the "certificate." For statewide continuous recruitments, the eligible list filtered for the parish of the vacancy will be the "certificate." Refer to the section under [Rule 22.9](#) for the specifics on this topic.

#### **Probational**

All vacancies filled by probational appointment must be posted unless covered in the provisions as outlined in [Rule 22.3\(b\)](#) and require a "Certificate of Eligibles". An employee cannot be moved while on probation from one department to another or one parish to another unless:

(1) The job is posted and the posting is not exempted under the provisions of [Rule 22.3\(b\)](#)

(2) The employee applies and has passing scores on the required tests.

Applicants must meet the Minimum Qualifications and have a test score (if required) before the closing date of the posting for those jobs requiring postings.

#### **Conversion from Job Appointment to Probational Appointment**

By policy, conversions from job appointment to probational appointment will be allowed using the authority of the original certificate used to make the job appointment provided the job was announced using the "classified" job type and contained no special note in the supplemental information indicating that the list will be used for job appointment only.

The agency will be required to enter a note in Human Capital Management System through the Maintain Text screen when they enter the action using PA 40 for documentation purposes at the time of conversion ([see LaGov HCM Quick Tip #65](#)). The text, for example, should say something equivalent to the following: "This employee was converted using original Exam Plan # ABC." With this notation, the Staffing division will not need to go back and check qualifications of the appointee a second time.

**NOTE:** *In order for a person to be converted from job appointment to probational, the position had to be announced. Other issues addressing the probational period are included in Chapter 9 of the Civil Service Rules.*

### **Promotion**

Promotions must be posted unless covered in the exception provisions in [Rule 22.3\(b\)](#). Agencies must have a certificate and applicants must meet any written testing requirements. The agency may limit the vacancy to an approved promotional zone and this promotional zone must be stated in the announcement.

### **Job Appointment**

All vacancies for job appointments must be posted unless covered in the provisions as outlined in [Rule 22.3\(b\)](#).

### **Classified WAE**

The vacancy does not have to be posted. Neither a certificate nor a test score is required; however, appointees must meet the Minimum Qualifications for the job.

### **Transfers**

#### **Lateral Transfer of a Permanent Classified Employee**

When making a lateral transfer of a permanent classified employee, the position may be filled without posting unless required by DCL policy. No testing is required unless the employee held a non-professional level job and is being transferred into a professional level job.

#### **Transfer and Promotion of a Permanent Classified Employee**

When filling a position by transfer and promotion of a permanent classified employee, the position must be **posted** unless a permanent classified employee is being transferred and promoted to a position to which he/she would have reemployment eligibility if he/she were to resign unless required by DCL policy. A test score is not required unless being promoted from a non-professional level job to a professional level job.

If a test is required, the employee must have a score unless occupying a job in the same test series for at least 6 months.

#### **Transfer & Demotion of a Permanent Classified Employee**

When filling a position **by transfer and demotion of a permanent classified employee**, the position may be filled **without** posting unless required by DCL policy. No testing is required unless the employee held a non-professional level job and is being demoted into a professional level job.

### **Transfer of a Probational or Temporary**

If a probational or temporary employee is transferring to another agency, the vacancy must be **posted** and the employee must apply during the open period, must meet the Minimum Qualifications for the job and have any required test score unless exempted under the provisions of [Rule 22.8\(a\)](#), [Rule 22.8\(b\)](#), [Rule 22.8\(c\)](#) “Exemptions from Testing Requirements” or [Rule 23.13](#), “Noncompetitive Reemployment Based on Prior State Service.”

**NOTE:** A probational employee may only transfer when the new job is at the same level or lower than his current job. A higher level job requires the probational employee to resign and accept a new appointment. A job appointee is not eligible to “transfer” to a new job. The job appointee must resign or terminate the current job appointment before accepting a new job appointment. The information above regarding **Transfer of a Probational or Temporary** employee is in reference to only to job posting requirements.

### **Reassignment and Position Change**

Reassignment is movement of an employee to a position with a different title with the same maximum rate of pay. Position Change is movement to a job with the same title but different position number.

If an employee is probational, the vacancy must be posted for any reassignment and position change to a different parish and the employee must apply during open period, qualify and have any required test score unless exempted under the provisions of [Rule 22.8\(a\)](#), [Rule 22.8\(b\)](#), [Rule 22.8\(c\)](#) “Exemptions from Testing Requirements” or [Rule 23.13](#), “Noncompetitive Reemployment Based on Prior State Service.”

If an employee is probational or on a job appointment, the vacancy does not need to be posted for a position change (movement from one position to another position with the same job title) when the movement is within the same parish.

If the employee is a permanent classified employee, the reassignment or position change may be made without posting. No testing is required unless the employee held a non-professional level job and is being placed into a professional level job.

### **Change in Duty Station**

When a **permanent** employee is moving from one geographical area to another, the vacancy **does not** have to be posted.

If a nonpermanent employee is moving from one geographical area to another, the vacancy must be posted in the LA Careers system and the employee must apply during the open period, meet the minimum qualification for the job and have the required test score unless exempted under the provisions of [Rule 22.8\(a\)](#), [Rule 22.8\(b\)](#), [Rule 22.8\(c\)](#) “Exemptions from Testing Requirements” or [Rule 23.13](#), “Noncompetitive Reemployment Based on Prior State Service.”

### **Detail to Special Duty**

Details do not have to be posted or meet testing requirements unless it is a trial detail as shown below:

#### **Details to Special Duty for Trial Period for Competitive Promotion**

Detailing allows agencies the opportunity to evaluate the performance of an employee prior to the actual promotion of the employee to a supervisory position.

- Trial details may be for a maximum of 12 consecutive months with no extensions.
- The detail must be posted in a manner to allow a promotion (i.e., using job type “Classified” or “Promotion”). The employee detailed must apply during the posting announcement, meet minimum qualification and testing requirements, and be eligible for promotion (e.g., permanent status, appropriate performance evaluation, and any other applicable criteria). If at the time that you are creating the posting, you know that a trial detail may be used, it is a best practice that a note be included in the supplemental information portion of the posting to let applicants know this.
- An “Eligible List” will be created and will become the “certificate”.
- If the agency wishes to promote the detailed employee by the end of the trial period, the certificate of eligibles from which the employee was detailed can be used.
- The authority for the promotion will be [Rule 23.4](#).
- The hire of the detailed employee must still be authorized in LA Careers within 30 days of the effective date of the trial detail in order to complete the hire process in LA Careers. You should indicate in the comments section of the personnel action form that the candidate is on a trial detail.
- If it is determined that the detailed employee will not be promoted, the position must be re-posted.

### **Non-Competitive Reemployment**

Posting in LA Careers is not required when filling a vacancy based on noncompetitive reemployment. An applicant eligible for noncompetitive reemployment may be appointed in a probational or job appointment without requiring a test score, unless the applicant held a non-professional level job and is being reemployed into a professional level job.

Agencies who wish to use authority granted by Rule 23.13 should put a note in the supplemental information field of their job posting. The note should tell applicants that the agency is open to using the authority granted under these rules and/or policies and notify applicants of any additional information/verification that should be provided. In the past, applicants attached a cover letter to their paper applications notifying the agency of their exemption. In LA Careers, the best way for them to “notify” you of their exemption from testing is through the use of a supplemental question. See the [Priority Eligible List Process using Rules 22.8 and 23.13 \(Exemptions from Testing\) Quick Sheet](#) for instructions on how to use the question and create the Priority List.

**Demotion**

Posting in LA Careers is not required by Civil Service when filling a vacancy based on a demotion of a permanent classified employee unless required by DCL policy. No testing is required unless the employee is in a non-professional level job and is being demoted into a professional level job.

However, if a probational or temporary employee is demoting, the vacancy must be posted and the employee must apply during the open period, must meet the minimum qualifications for the job and have any required test score unless exempted under the provisions of [Rule 22.8\(a\)](#), [Rule 22.8\(b\)](#), [Rule 22.8\(c\)](#) “Exemptions from Testing Requirements” or [Rule 23.13](#), “Noncompetitive Reemployment Based on Prior State Service.”