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HR Handbook Update No. 2013 – 0002

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Staffing Division – Changes in LA Careers Job Types

Issue Date: May 7, 2013

This notice is being issued to advise of revisions to the HR Handbook in the Staffing section. The Sections on Rule 22.3 (Public Announcement of Vacancies), Rule 23.3 (Probational Appointments), and Agency Guidelines for Posting Jobs, as well as LA Careers Quick Sheets #02, #04, #08 (a), #08(b) and #24, have been changed.

The changes to the sections on Rule 22.3 (Public Announcement of Vacancies), 23.3 (Probational Appointments) and “How Jobs Should Be Posted” (under Agency Guidelines for Posting Jobs) all reflect the use of the new job types in LA Careers. The new job types are: Classified, Promotion and Unclassified.

An additional change has been made to section 23.3 (Probational Appointments) to amend the job appointment conversion policy. An agency will now be able to convert a job appointment to a probational appointment throughout the length of the job appointment, as long as the announcement procedures contained in the new policy are followed.

The LA Careers Quick Sheets #02, #04, #08 (a), #08(b) and #24 have also been revised to reflect these changes to the job types used in LA Careers. LA Careers Quick Sheet #08(a) has been revised to remove the posting notes applicable to the Professional Entry Test (PET), which is no longer used as a selection procedure after May 1, 2013.

Questions regarding this Handbook Notification may be directed to the Staffing Division at 225-219-9390.

Sincerely,

Shannon S. Templett
Director