



## PROGRAM SUPPORT HR TIPS

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### **LA CAREERS JOB POSTING FORM UPDATE**

The LA Careers Job Posting form has been updated. The most significant change on the updated form is the list of job posting options to choose from. These updates were added to distinguish the promotional zones. The two promotional zones are – Agency Employees Only and Classified Permanent Employees. If you have any questions on which promotional zone to select, please contact your HR Analyst for assistance.

#### **JOB POSTING OPTIONS:**

Probational /Promotion – All Qualified Classified Applicants

Probational/Promotion – Agency Employees Only

Promotion – Agency Employees Only

Promotion – Classified Permanent Employees

Temporary - Job Appointment (up to 36 months)

Temporary – Restricted Appointment (up to 6 months)

Unclassified Appointment

To access the new form click the following link [Request for LA Careers Job Posting](#). The LA Careers Job Posting form can also be found on the Civil Service web site through the HR Professionals portal in the "Program Support Resources" section.

#### **NOTE:**

It is optional for agencies to post restricted and unclassified jobs on LA Careers.

*We hope this **HR Tip** has been helpful to you. If you have any questions please contact Betty Davis at (225) 219-9534 or [betty.l.davis@la.gov](mailto:betty.l.davis@la.gov)*