



PROGRAM SUPPORT HR TIPS

April 5, 2011

No. 13

LA CAREERS JOB POSTING CHANGE

Why has Civil Service changed the number of days that a job must be posted from 7 calendar days to 5 calendar days?

In light of the economic situation and the large number of applications resulting from postings, the Staffing division has changed the minimum number of days that a job must be posted to 5 calendar days. This will also allow our staff to provide eligible names to hiring managers in a timely fashion. The effective date of this change is April 1, 2011.

Reminder: [Rule 22.3\(a\)](#) **PUBLIC ANNOUNCEMENTS OF JOB VACANCIES**

All vacancies in the classified service filled by probational appointment, job appointment or promotion must be posted in the LA Careers system except those specifically listed below per Rule 22.3(b) and in the job appointment conversion policy.

Jobs can be posted in 1 of 2 ways, either for a continuous recruitment or for a specific vacancy.

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