



PROGRAM SUPPORT HR TIPS

August 7, 2013

No. 19

LA CAREERS JOB POSTING FORM UPDATE

Why has the job posting form been updated?

Changes were implemented in the LA Careers system replacing the variety of options available on how job announcements could be posted to three (3) simple categories. The following changes were implemented by State Civil Service's Staffing Division:

- Classified – this is used when the appointment can be a **probational** hire of a new employee, **promotion** of a permanent classified employee from your agency or any other agency, or **job appointment**.

NOTE: *This job type can also be used for Classified WAE (to establish a job pool of interested individuals. Classified WAE replaces Restricted Appointment.), Details to Special Duty for Trial Period for Competitive Promotions. Also, Probation in Lieu of Promotion actions can be taken using this job type.*

- Promotion – this is used when the appointment is promotion and is limited to the promotion of a permanent classified state employee.

NOTE: *This job type can be used for Details to Special Duty for Trial Period for Competitive Promotions as well. Probation in Lieu of Promotion actions can also be taken using this job type.*

- Unclassified – to post unclassified openings.

The [Request for LA Careers Job Posting](#) form has been changed to provide options for one of these three categories and the options that were previously provided have been retained on the form to show in which category they fall.

*We hope this **HR Tip** has been helpful to you. If you have any questions, please contact your HR Analyst at (225) 342-8274 or you may email them directly.*