

Paper Agency Job Posting Request Instructions

GC 2020 – 004
JANUARY 14, 2020



STATECIVILSERVICE

Getting Started

- Log into HR Info Portal
- Click 'Paper Agency Portal' icon to get started!

STATE CIVIL SERVICE

HOME JOB SEEKERS STATE EMPLOYEES HR PROFESSIONALS ABOUT US SEARCH


Human Resources Information Portal

Log Out

SCHEDULED MAINTENANCE: Due to Scheduled maintenance all HR systems will be unavailable on Friday, November 8, 2019, from 4:00pm until approximately 11:00pm

Accommodating Employees with Disabilities	Barred State Employment Search	DPRL System	Entry Guidelines
HR Community	Job Assessment Information	Minimum Qualification Toolkit	Paper Agency Portal
Position Description System	SCS Calculators	View Employee Data	Job Posting Request System

Paper Agency Portal Menu

[HOME](#) [JOB SEEKERS](#) [STATE EMPLOYEES](#) [HR PROFESSIONALS](#) [ABOUT US](#) [SEARCH](#) 

Paper Agency Portal Menu

[Upload Personnel Action / Posting Request Form](#)

Click here to submit a new request!

Submit Personnel Action Form(s) to State Civil Service.

[HR Dashboard](#)

Click here to view the status of items already submitted.

View your agency's pending & completed Personnel Action Forms.

[Incumbent Name Inquiry](#)

Search for your agency's pending or completed Personnel Action Forms by incumbent name.

Submit a New Request

- Agency fills out form completely
 - All fields are required with the exception of the Exam Plan, Supplemental Questions, Preferred Qualifications or Supplemental Information to be included in the posting
 - Save or scan the form as a PDF

STATE CIVIL SERVICE		Paper Agency Job Posting Request Form
		Revised: 1/2020
POSITION INFORMATION		
Agency Name:	Job Title to Post:	
Work City:	Job Code:	
Work Parish:	Date to End Posting:	
Date to Begin Posting:	Request Type:	
Name of Contact at Agency:	<input type="checkbox"/> Filled	
Agency Phone Number:	<input type="checkbox"/> Vacant	
Agency Contact Email:	<input type="checkbox"/> Vacant	
CLASSIFIED POSTING		
Open: All Qualified Applicants Considered <input type="checkbox"/> Probational – up to 24 months <input type="checkbox"/> Job Appointment – up to 4 years <input type="checkbox"/> Classified WAE – 1245 hour limit per year	Exam Plan (if applicable):	
Promotion: Only Permanent Employees Considered <input type="checkbox"/> Agency – only agency employees considered <input type="checkbox"/> State – only state employees considered	Position Number:	
<i>*Please select only one option in this box.</i>	If this job required a written exam, would you like to accept testing exemptions (see CSR 22.8)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – No test required	
	Supplemental questions to gather job-specific data from applicants:	
	Preferred qualifications or supplemental information to include in the posting:	
<i>*Position descriptions must be up-to-date prior to posting.</i>		
UNCLASSIFIED POSTING		
All applicants will be sent to the agency for consideration. Please provide qualifications and posting information here.		
Electronic Submission: Scan form as PDF and upload via Paper Agency Portal in the HR Info Portal.		

Submit a New Request

- Agency selects their personnel area
- The agency will then click the “Browse...” button, locate the PDF file of the Job Posting Request Form saved on their computer
- The agency will then click the Upload Files button

The screenshot displays the HR Info Portal interface. On the left is a vertical navigation menu with the following items: HR Info Portal Home, Paper Agency Portal Home, Employee Change Form, Board And Commission Reporting Form, Hire Form, and Log Out. The main content area is titled 'Welcome Paper Agency' and features a 'Personnel Area List:' dropdown menu with 'Select' as the current selection. Below the dropdown is a 'Browse...' button, which is circled in blue. At the bottom of the main content area, there are two buttons: 'Upload Files' and 'Cancel', both of which are also circled in blue. A blue arrow points from the 'Browse...' button in the main content area to the 'Browse...' button in the navigation menu. Another blue arrow points from the 'Upload Files' button in the main content area to the 'Upload Files' button in the navigation menu.

Submit a New Request

- Once the Agency clicks the “Upload Files Button,” they will receive a message indicating the request was uploaded successfully.



Paper Agency Dashboard

- Once the request has been received and logged in by SCS, the requests will appear on the agency's Paper Agency Dashboard.

Welcome Paper Agency

Pending

Completed

104 Change Forms completed.

1 2 3 4 5 6 7									
Consultant	Log #	View	Agency	Request Type	Employee Name	Posting Job Number	Posting Open Date	Posting Close Date	Date Completed
T. Kelly			Paper Agency	Post a Vacancy		SCS-111333	1/28/2020	2/7/2020	2/10/2020

- If the request is to post a vacancy or to post a new continuous posting, once the posting has been made live, the Job Number and Posting dates will appear on the Paper Agency Dashboard.

Paper Agency Dashboard

- Request Status Definitions

- **Pending**

- The request has been received by SCS and assigned to a consultant that will process your request

- **Completed** *(Different meanings based upon initial request type)*

- The posting has closed and the eligible list and adhoc reports have been completed and attached to the log on the Paper Agency Dashboard. *(I want to post a new vacancy)*
 - The new continuous posting is live in LaCareers. *(I want to post a new continuous posting)*
 - The eligible list and adhoc reports have been completed and attached to the log on the Paper Agency Dashboard. *(I want to obtain an eligible list from an existing continuous posting)*

- **Canceled**

- Agency's request has been canceled. The reason may be in the comments section. (Will be used for any requests that are canceled)

Simple as 1, 2, 3!



Important Things to Note



- This system replaces the following:
 - Emails that are currently being submitted to the Workflow email addresses when the agency initially makes a request for a posting
 - Agency now submits all requests through HR Info Portal, Paper Agency Portal
 - Emails that are being submitted once the posting is made live
 - Agency will now monitor dashboard to see if request was 'Completed'
 - Emails that are being submitted to request an eligible list from a continuous posting
- Agencies will still submit CPG eligibility questions via email to the respective consultants assigned to the posting.

Transition – Next Steps

- Effective **January 21, 2020**:
 - Paper Agencies will begin using the new Paper Agency Job Posting Request Form.
 - SCS-LaCareersWorkflow1@la.gov, SCS-LaCareersWorkflow2@la.gov, SCS-LaCareersWorkflow3@la.gov and SCS-LaCareersWorkflow4@la.gov email addresses will be deactivated.
- Continuous Postings
 - All current continuous postings will remain active in NEOGOV; if agency would like to request an eligible list, please do so using the new paper agency posting process.
 - SCS asks that you take a look at current continuous postings for your agency and assess their current need. If you determine that your agency's continuous posting is no longer needed, please contact the assigned consultant to discuss cancelling.