TECHNICAL ASSISTANCE – JOB ANNOUNCEMENTS

Prepared by the Division of Human Resources in the Department of Personnel & Administration. Revised July 1, 2007.

GENERAL

All persons appointed to any position within the State of Colorado personnel system must meet the minimum entry requirements of the class and position to which appointed.

If a department does not have an applicable reemployment list, job announcements are required when recruiting applicants for positions within the State of Colorado personnel system. When determining the need for recruitment, the geographic recruitment area, labor market, number of anticipated vacancies, and other relevant factors are considered. According to Personnel Board Rules and Director's Administrative Procedures (Rules), departments are required to announce job vacancies in locations where potential applicants might reasonably expect to find them.

All open competitive positions and statewide promotional announcements must be posted on the Internet. A Lotus Notes software application, Job Announcements, is available to assist departments in posting job vacancies and provides a uniform method to produce job announcements for display on the Internet) and on paper for distribution and posting. More information about posting job announcements using Lotus Notes may be found in the Lotus Notes User's Guide.

TYPES OF ANNOUNCEMENTS

There are several types of announcements available for recruiting applicants. Determining the type of announcement is based on varying factors such as previous recruiting efforts, the skill set of the current workforce within the department or statewide the criticality of the position, the need for succession planning, the ability to train needed skills or identification of special skills obtained only through working in the state and or other factors determined necessary by the appointing authority. Listed below are the different types of job announcements and the characteristics of each.

OPEN-COMPETITIVE – Requires posting on the Internet and may be posted in additional locations as determined by the announcing department. Applications are accepted for a limited period of time. The minimum recommended posting time is five working days.

Any resident of Colorado is eligible to apply for an open competitive job opening. Before a department may accept applications from non-residents, a residency waiver must be obtained from the State Personnel Board.

Open-continuous

An open-continuous announcement is an open competitive announcement that is issued for an extended or indefinite length of time. Such announcements may include information describing the process for periodically filling vacant positions from the open announcement, notification of application status, and the testing process.

PROMOTIONAL - Only applications from qualified current permanent employees or qualified individuals on an active reemployment list are accepted. Listed below are the types of promotional announcements and the characteristics of each.

Individual Position Allocation Announcement
Any encumbered position that is allocated to a different job class must be announced. Application for individual allocation openings is limited to permanent classified employees of the department or individuals on a reemployment list for in the department. Minimum recommended posting time is five working days.

Division Promotional Announcement
Application is limited to permanent classified employees in the division with the vacancy or qualified individuals on a department reemployment list for a different class. Minimum recommended posting time is five working days.

Department Promotional Announcement
Application is limited to permanent, classified employees in the department with the vacancy or qualified individuals on a department reemployment list for a different class. Minimum recommended posting time is five working days.

Statewide Promotional Announcement
Application is limited to permanent classified employees or individuals on a reemployment list in any state department. Minimum recommended posting time is five working days.

TRANSFER - applications are accepted from any current classified permanent state employee in the same class or in a class with the same grade maximum as the announced position. The announcement is posted on the Internet and in locations where potential applicants may view it. No minimum posting time period is recommend.

REINSTATEMENT – applications are accepted from current or former employees certified in the class of the announced position who either resigned or voluntarily demoted in good standing. An individual may be reinstated to a related class with the same or lower pay grade maximum than the previously certified class. The announcement is posted on the Internet and in locations where potential applicants may view it. No minimum posting time period is recommended.

Applicants eligible for transfer and reinstatement may apply under any of the aforementioned announcements. However, in order to target those individuals for recruitment, a statement regarding acceptance of applications from transfer or reinstatements may be included in any announcement that is posted for a vacant position. For example:

> *Individuals eligible for transfer or reinstatement are encouraged to apply for this vacancy. If you wish to be considered for this vacancy, please complete and submit a State of Colorado Application for Announced Vacancy per "How to Apply" section of this announcement and submit any additional required documents with your application.*

CONTENTS OF THE ANNOUNCEMENT

A job announcement is designed to recruit applicants for a job vacancy. It should provide interested individuals with adequate information about the scope of work, salary, job location, minimum and special entry requirements, required application documents, and information on how to apply for the vacancy. The following information must be contained in a job announcement unless otherwise noted:

Announcement Type refers to the method of recruitment, e.g., Open-Competitive, Department Promotional.

Department is the name of the department with the vacancy. Additional information regarding the division or section is recommended but not required.

Job Title is the official class title and/or a working title for the vacancy being announced. It is recommended that working titles are used to better identify the nature of work of the vacant position. For example, the working title of Human Resources Specialist is more meaningful to an applicant than the broad title of General Professional III.

Position Number is the position number that identifies the vacancy being announced.

Job Location is the city where the vacancy is located.

Salary is information about the pay for the position. Generally the monthly pay rate (minimum value of the salary range) is listed. The hiring pay range (i.e., the minimum of the salary range to the maximum pay rate budgeted for that position) or the class pay range, (i.e., the official range minimum and maximum) may also be included to convey the salary opportunity. An hourly rate should be posted for all hourly positions.

Release Date is the date the announcement is open for application.

Apply By is the last date applications will be accepted for the vacancy.

Employment Type is the designation of full-time, part-time, shift work, etc.

Class Code is the official class code of the position.

Information About The Job presents additional information about the work unit or department to encourage applicants to apply. Statements regarding the mission, vision or values or a department slogan may be included here. Consider addressing any additional benefits offered such as reduced cost Eco Pass, direct deposit of pay checks, flexible work schedules, telecommuting, 401k & 457 retirement savings plans.

Job Duties is the description of the major job duties, including the essential functions of the announced vacancy.

Minimum Qualifications –are the required education, experience and other credentials specific to the announced position(s). Minimum qualifications must be consistent with the class minimum qualifications published by the Division of Human Resources. However, when job analysis indicates that particular types of education, experience, or other credentials are required at the time of hire, HR professionals may further define or add to the published minimum qualifications. In this context, further defining published minimum qualifications might include specifying acceptable degrees or identifying required job duties within the experience requirements. See the sample job announcement in Appendix A for an example of this.

Minimum qualifications, requirements and substitutions are identified during the job analysis. In situations where the job analysis suggests more stringent qualifications than the class specifications allow, such as additional years of experience or an advanced degree, the Division of Human Resources, Consulting Services Unit must be consulted. When developing minimum qualifications and substitutions for individual vacancies, it is important to remember that this is the criteria applications will be screened against. Therefore, statements are to be simple, clear, and precise. Refer to the Minimum Qualifications on the DPA website to ensure that posted minimum qualifications are in alignment with requirements.

Substitutions are the education and/or experience that may be substituted for a minimum requirement. State statute requires that appropriate experience be substituted for required education except where education is a professional prerequisite or mandated by state or federal law (e.g., medical doctor requires a medical degree). The announcements must reflect all acceptable substitutions.

Preferred Qualifications are not a required part of the announcement, but a brief statement may be included to inform applicants of a desirable skill or competencies relevant to the announced vacancy, for example, skill using specific software or written communication skills.

Special Condition(s) of Employment is a brief statement informing applicants of special conditions unique to the announced vacancy. This is not required unless the condition is used to determine applicant eligibility. For example: “Must possess a valid driver’s license and have no more than 5 moving violations in the past two years” or “applicants will be required to submit to and pass a background check”.

Required Documents include any verification documents (college transcript, professional license, certification, etc.) that will be used to confirm credentials. This information is only required when the documents must be submitted as part of the application process.

How to Apply: is information explaining the application process for the vacancy. Discuss how applications will be accepted such as via fax, on-line, hand delivery or mail, whether post-marks will or will not be accepted, etc. Providing the contact information for the Human Resource Specialist responsible for the selection process is a best practice. Discuss how to complete the application and some instructions to applicant regarding fully describing their experience as it relates to the job requirements as listed in the following section.

Important Information provides applicants with information on how the application will be used in the selection process. The HR professional must first decide how the application is going to be used before deciding on additional language. At a minimum, include a statement that the application is part of the selection process and will be used to determine whether minimum entry requirements have been met. If the application will be used for qualitative assessment and ranking, applicants must be notified.

If the application is only going to be used as a screening instrument to determine if the applicant meets the minimum qualifications for the position, then the following is an appropriate statement to be included on the announcement.

> *Applications are a part of the selection process and will be reviewed to determine if you meet the minimum entry requirements for the position. Be sure your application specifically addresses the qualifications as listed in the minimum qualifications section of the job announcement. Clearly document specialized work experience, skills, and accomplishments that relate to the position duties and minimum qualifications. Additional pages may be attached. When transcripts, licenses, certificates, etc,) are required, make sure to include them with the application. Failure to submit required information by the application deadline may result in your application not being considered for the position.*
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> *Applications will be reviewed by a qualified Human Resource Professional to determine if minimum requirements are met. If your application does not demonstrate that you meet these requirements, you will not be considered for the vacancy. You will be notified of the results of the application screening.*

If the application will also be evaluated for ranking purposes, the following statement is included in the important information section.

> *Your application will be used as part l of the examination process to rank candidates and identify a top group for further testing or interview. Be sure your application specifically addresses the requirements as listed in the minimum qualifications section. Clearly document specialized work experience, skills, and accomplishments that relate to the position duties and minimum requirements. Additional pages may be attached. When transcripts, licenses, certificates, etc,) are required, make sure to include them with the application. Failure to submit required information by the application deadline may result in your application not being considered for the position.*
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> *Applications will be reviewed by a qualified Human Resource Professional to determine if minimum qualifications are met. If your application does not demonstrate that you meet the minimum qualifications, you will not be considered for the vacancy. You will be notified of the results of the application screening.*

Applicants have the right to request a Personnel Director's review of any application rejected by a department; applicants must be given notice of this right. Departments have at least two options

for providing information on the Director's application review process to the applicant: (1) include the statement on the job announcement, and (2) include the statement in the notice of application rejection. The following is an example of a notice of right to a Director's review:

> *If you have questions regarding the review of your application, please contact the human resource specialist for this position immediately upon receipt of the application rejection letter. If you still do not agree with the decision, you may file a request with the Personnel Director for review of the rejection of your application. A request for Director's review must be submitted on the standard Appeal/Dispute form found on the website at http://www.colorado.gove/dpa/pubs/forms.htm; must be postmarked or received by the Director within 10 days from receipt of notice; and must include: (1) Job title; (2) Department or institution involved; (3) Name of the department representative spoken to during informal resolution attempts; (4) Date(s) of the conversation; (5) Specific issue; and (6) Reason(s) you believe the decision is arbitrary, capricious, or contrary to rule or law. Direct your request to:*
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> *State Personnel Director*
> *1313 Sherman Street, 1st Floor*
> *Denver, Colorado 80203*

Attachment A is a sample job announcement that provides additional information and recommended language for use in publishing a job announcement.

ERRORS, CHANGES and CANCELLATIONS

Substantial changes (e.g., minimum qualifications, locations, salary, type of employment) made to a job announcement after the announcement is published, requires the announcement to be republished. In order to give applicants sufficient time to apply, a new closing date may be set for submitting applications.

Once a department has announced a job vacancy, the department must inform all applicants of their status during the selection process for the vacancy. When an announcement is cancelled, the department has an obligation to inform applicants of the cancellation. In the event of changes to an announcement, the department determines the process for informing applicants of changes.

ATTACHMENT A

Sample Job Announcement

State of Colorado

Open Competitive

EMPLOYMENT OPPORTUNITY
Department of Personnel & Administration

Job Title: Human Resources Specialist - General Professional III

Position Number: 09800
Job Location: Downtown Denver (812)

Salary: $3602.00 – $5194.00 per month. Although this is the entire salary range, new appointments are typically hired at or near the minimum of the salary range.
Release Date: 03/01/2007 **Apply By:** 3/07/2007

Employment Type: *Full-Time.* FLSA status is exempt.
Class Code: *H6G3XX*

INFORMATION ABOUT THE JOB:

"Good Government Starts Here"

Join our dynamic Human Resource Office with the Department of Personnel & Administration. Conveniently located downtown near the Civic Center bus terminal and light rail, our department provides a discounted ECO Pass to assist with your commute. Enjoy generous benefits as a State of Colorado employee including 10 paid holidays annually, sick and vacation leave, participatory health insurance options, free life insurance, 401k and 457 retirement savings plans and much more!

JOB DUTIES:

The Human Resource Specialist performs Selection related duties to fill vacant positions. These duties include: analyzing jobs; creating job announcements to attract the most

highly qualified applicant; developing examinations; administering and scoring exams; and referring successful applicants for interview. The Human Resource Specialist also evaluates jobs by chairing review panels and through individual analysis. As a Human Resource Specialist you will work directly with the managers and supervisors to determine workforce recruiting needs, answer questions regarding rules and departmental policies and procedures. This position functions with little supervision and occasionally assists other team members or works on special projects.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in Human Resources, Business Administration, Public Administration or Organizational Development AND three (3) years of professional human resource experience that included at least one year of conducting job analyses and developing employment examinations. State of Colorado Certification in Selection or Job Evaluation is required.

SUBSTITUTIONS: A master's or doctoral degree in one of the fields identified will substitute for the required Bachelor's degree. Professional work experience in human resources that provided the same kind, amount and level of knowledge acquired in the required education will substitute on a year-for-year basis for the bachelor's degree. An equivalent professional human resource certification such as PHR or SPHR will substitute for the required State of Colorado Selection or Job Evaluation Certifications.

PREFERRED QUALIFICATIONS:

- Previous State of Colorado human resource experience
- Certification in both State of Colorado Selection and Job Evaluation

REQUIRED DOCUMENTS: *A copy of your college transcript is required at the time of application to verify education and a copy of your certificate for Selection, Job Evaluation or other professional human resource certification.*

HOW TO APPLY:

Please review the job duties and minimum qualifications carefully. If you meet the minimum qualifications, complete the Official **State of Colorado Application for Announced Vacancy and Demographic Information Form.** Note: "see resume" statements will not be accepted in lieu of completing the required duties section of the Official State of Colorado Application. Timely submit your completed application and a copy of your college transcripts **to the Human Resource Office no later than 5:00 p.m., on the "apply by date"** at the following address. Applicants may also FAX applications to (303) 866-####, Attention: (Human Resource Specialist's name). **Postmarks will not suffice as timely receipt.** Additional information about the position may be obtained by contacting (Human Resource Professional's name) (303) 866-####.

Department of Personnel & Administration
Attention: (Human Resource Contact information)
Street Address
City, CO Zip code

State of Colorado Application Forms may be obtained from the Department of Personnel & Administration at (physical address of department) or from the State of Colorado Job Announcement Site:

http:// www.gssa.state.co.us/announce/Job+Announcements.nsf/$about?OpenAbout

IMPORTANT INFORMATION:
Applications are a part of the selection process. Be sure your application specifically addresses the requirements as listed in the minimum qualifications section of the job announcement. Address specialized work experience, work products, and accomplishments as they relate to the position duties and minimum requirements. Attach additional pages if necessary to fully explain your experience and accomplishments. Submit a legible copy of your transcripts to verify your education with your application. Failure to timely submit the required information may result in your application not being considered for the position. Resumes will not be accepted in lieu of the Official State Application Form.

Your application will be reviewed by a qualified Human Resource Professional to determine if you meet the minimum qualifications for the position. If your application does not demonstrate that you meet the minimum qualifications, you will not be considered for the vacancy. You will be notified of the results of the application screening. If you have questions regarding the review of your application, please contact the Human Resource Professional for this position immediately upon receipt of the application rejection letter. If you still do not agree with the decision, you may file a request with the Personnel Director for review of the rejection of your application. A request for Director's review must be submitted on the Consolidated Appeal/Dispute form found on the website at http://www.colorado.gov/dpa/pubs/forms.htm; must be postmarked or received by the Director within 10 days from receipt of the application rejection letter; and must include: (1) Job title; (2) Department or institution involved; (3) Name of the department or institution representative spoken to during informal resolution attempts; (4) Dates(s) of the conversation; (5) Specific issue; and (6) Reason(s) you believe the decision is arbitrary, capricious, or contrary to rule or law. Direct your request to:

State Personnel Director
1313 Sherman Street, Suite 122
Denver, Colorado 80203

YOU MUST BE A RESIDENT OF COLORADO TO APPLY.
THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

TECHNICAL ASSISTANCE
DHR APPROVAL FOR PUBLICATION

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Division Director: Date: 6/21/07