

NeoGov System Problems

If you encounter a LA Careers system problem, please contact your Agency Relationship Manager. We should be able to answer most questions. SCS will determine if an issue should be escalated to log a case with NeoGov. Only Civil Service System Administrators are allowed to log a case with NeoGov to correct problems with LA Careers.

Conflict of Interest Policy

With the implementation of LA Careers, hiring actions have become much more transparent. In light of this transparency, it is suggested that agencies develop a policy regarding situations where employees responsible for posting and processing applications in LA Careers wish to apply for a vacancy they are charged with posting.

Posting of Jobs in the Career Progression Group

As of May 14, 2009, agencies will be given the option to post vacancies in a CPG in one of the three ways listed:

- Create one job posting at the **entry** level for the position and include an explanation of the levels at which the position may be filled. The salary on the job posting will indicate “Depends on Qualifications”. In this case, applications will be screened at the entry level and the eligible list will be created for that level. This eligible list is to be used as the authority for the hire at any of the levels within the career progression group depending on the qualifications of the applicant.
- Create one posting for a job at a specific level, create an eligible list at the level of the posting and hire a candidate at the same level of the job posting. This method should be used if you are sure of the level at which you want to hire. When this method is used, this is the only level at which the hire can be made.
- Create a separate job posting for each job in the group, create a separate eligible list for each level and hire a candidate from one of the created lists. This method is not recommended, as it is confusing to applicants and can create difficulties in hiring when candidates do not apply to the posting for which they qualify.
- However, when jobs in the group have different selection procedures, those jobs must be **posted separately** if you wish to hire at either level. For example, the Archives Specialist CPG consists of Archive Specialist 1, 2 and 3 job titles. However, only the Archive Specialist 1 requires a score on the PLE. In this case, you would have two separate postings – one for the Archive Specialist 1 including an evaluation step for the PLE and a second posting for the Archive Specialist 2 and 3 not requiring a score on the PLE.

For example, a position for Accountant 1, 2, 3 would have the following comment:

As part of a Career Progression Group, vacancies may be filled from this recruitment as an Accountant 1, 2 or 3 depending on the level of experience of the selected applicant. The maximum salary for the Accountant 3 is \$66,685. Please refer to the "Job Specifications" tab located at the top of the LA Careers "Current Job Opportunities" page for specific information on salary ranges, minimum qualification requirements and job concepts for each level.

It will be important for job seekers to completely review all information in a job posting and follow all directions in order to be considered for jobs at the appropriate level. For more detailed information, please refer to the [Career Progression Group Quick Sheet](#).

Security

Users will only be able to add/edit/delete postings for the agency to which their security access is assigned. This helps protect your data. However, your agency is responsible for the security of your access to LA Careers entry functions. **Never share your LA Careers login with anyone.** LA Careers activity will be monitored by SCS staff. If postings are made that are not allowed by these guidelines, the postings will be deleted and the HR office will be contacted about the violation.

How Should Jobs be Posted?

- **Classified** – use when the appointment can be a probational hire of a new employee, promotion of a permanent classified employee, or a job appointment. **NOTE:** This job type can be used for Details to Special Duty for Trial Period for Competitive Promotions, Probation in Lieu of Promotion actions and Job Appointment to Probational Appointment conversions.
- **Promotion** – limited to the promotion of a permanent classified state employee. 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.

Supplemental Qualifications

Agencies with an approved Dual Career Ladder (DCL) policy must request and have approved through the Staffing Division, any necessary supplemental qualification for their DCL positions. These Supplemental Qualifications must be posted on the vacancy announcement.

"Desired" or "Preferred" Qualifications

As of July 21, 2010, all previously approved Selective Certifications are void and Civil Service will no longer approve Selective Certifications. In place of Civil Service approved Selective Certifications, agencies may now use preferred qualifications when posting vacancy announcements. Preferences should not exceed the level of experience or the years of experience required in the minimum qualification requirements. Preference must be clearly and concisely stated. No one should be rejected for not meeting the preferred qualifications, but they do not have to be considered for the vacancy. Screening for these preferred skills

and requirements should occur after candidates are placed on the eligible list/certificate and may be accomplished through the use of supplemental questions and/or filters.

Listed below are a few examples of when it is appropriate to use preferred qualifications and filter the eligible list for candidates possessing job-related qualifications.

- It is necessary to narrow the Minimum Qualification requirements for a specific position
- Incumbents of specific positions are required by law to possess a certain license or certification (e.g. CPA for certain Accountant or Auditor positions)
- Incumbents of specific positions must possess a special skill (Foreign language skills, American sign language)
- Candidates having backgrounds with specialized experience have proved over time to be high-performers on the job
- Incumbents of specific positions may be required to work certain shifts or in unpleasant environments; to lift required amounts of weight; or to travel

The agency must keep on file a copy of the official position description (SF-3) and written explanation of the necessity of the preferred qualifications along with a copy of any relevant regulation, law, etc., that supports those qualifications, if any. The agency must be prepared to defend the preferred qualifications in the event of an appeal. Documentation of employees' possession of the preferred qualifications should also be maintained.

Unclassified Jobs may be posted on LA Careers. The posting agency can use the standard application in the LA Careers system or include instruction to allow the candidate to attach a resume. One blank job spec is available for unclassified job postings. The posting agency will have to enter all of the appropriate information about the job should they decide to post an unclassified vacancy on LA Careers for recruitment purposes.

Advertising Vacancies

For newspaper, professional journals or other publications, please use the following tips in your advertisement:

- Coordinate your independent advertisement with your Civil Service posting so that they will run at the same time.
- Check with your consultant for advice on wording when including qualification requirements in an advertisement.
- Use exact classified Civil Service job titles in the advertisement, not "in-house" or "working" titles.
- Include complete address for contact purposes.
- Include information on how to apply.
- When testing is required, instruct applicants to report to a Civil Service testing site with an abbreviated application form or instruct them to register online through LA Careers to take the exam.