



PROGRAM SUPPORT HR TIPS

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POSTING for JOBS in a CAREER PROGRESSION GROUP (CPG)

When submitting a request to post a job that is in a [Career Progression Group \(CPG\)](#) it is strongly advised that you list all levels of the CPG on your request that the job duties support. This will ensure that you are able to hire an applicant who qualifies at any level in the CPG.

Example: If you have a Maintenance Repairer job that goes to the 2 level but only announced as a 1, you would only be able to fill the job at the Maintenance Repairer 1 level even though the person you hire, qualifies for the Maintenance Repairer 2. The reverse would also be true if you post the job at the Maintenance Repairer 2 level but only get someone that qualifies at the Maintenance Repairer 1 level, you would have to close the announcement, re-announce, and then have the applicant re-apply for the job.

If you need additional information on Career Progression Group please review [General Circular Number 1552](#). If you are uncertain as to whether a particular job at your agency is in a CPG, please contact your analyst for assistance.

*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*