



Revised CPG Posting Procedures

Staffing Review of Work Processes

- Approximately two years into recentralization
- Have consistently met turnaround time for eligible lists.
- Increased staff knowledge in MQ review

Staffing's Focus for the Future

- More consultative role/partnership with agencies to hire the best
- Increase our knowledge of ever changing State classified jobs
- Develop more supplemental questions & ranking procedures
- Reduce time spent on minimally qualified candidates
- Enhance communication with candidates through status messages

Goals for CPG Postings

- Streamline postings to communicate the proper message to applicants
- Focus on actual job duties in the Examples of Work portion of the posting

Revised Eligible List Process

- One eligible list will be created for lowest CPG level announced.
 - Candidates are qualified for lowest level MQ. Agencies may extend offers for that level with no further action.
 - If interested in extending offer at a higher level, agency must request verification from SCS that candidate qualifies.

Verification Process

- Contact consultant assigned to the applicable posting



The screenshot shows a table titled "Job Posting" with the following data:

Job #	Job Title	Status	Last Updated	Assigned To	Action
2017-001	Budget Analyst 1 - 3	Expired	02/17/17	newuser 901	Edit Archive Audit Trail

A red arrow points to the "Assigned To" column header.

- Quick turnaround assured-Email response usually within a few hours, no longer than one work day
- Documentation in NEOGOV as "Comment" on eligible list

What will you see in NEOGOV?

[Eligible Lists](#) [Add New](#) [Show Archived Eligible Lists](#)

List Name	List Type	Expiration Date	# On List		Action
			Total	Active	
Budget Analyst 1	Regular	05/22/2017	3	3	Edit View Candidates Audit Trail

Your eligible list with comment after requesting review for higher level in the CPG:

3 candidates on list.

	Name	Master Profile	SSN	Total Rank	Total Score	Exam Rank	Exam Score	Date Eligible	Days Svc	App Date	Email Notify	Waivers Used	Status	Expires	Comments	Notices
<input type="checkbox"/>	Sewer, Thomas	View	123-22-2222	1	96	1	96	02/17/17			•	0	Active	05/22/17	View	
<input type="checkbox"/>	Howser, doodie	View	453-53-9999	2	84	2	84	02/17/17			•	0	Active	05/22/17	Add	
<input type="checkbox"/>	Bunnie, Busy V.	View	225-77-7777	3	80	3	80	02/17/17			•	0	Active	05/22/17	Add	

Comments:

Created	Updated	Comment	Action
02/17/17 02:31 PM by newuser 901	02/17/17 02:40 PM by newuser 901	Qualifies for Budget Analyst 3--Stfg Cons- 03/17/17 <P>	edit delete

Effective date of new process:

- April 3, 2017
- Updates will be made to the HR Handbook and LA Careers Quick Sheets as needed.



Questions?

Whom to contact with questions:

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- Your assigned Staffing consultant