



# **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	<a href="#">Budget Analyst 1 - 3</a>	Expired	02/17/17	<a href="#">newuser 901</a>	<a href="#">Edit</a> <a href="#">Archive</a> <a href="#">Audit Trail</a>

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	
<a href="#">Budget Analyst 1</a>	Regular	05/22/2017	3	3	<a href="#">Edit</a> <a href="#">View Candidates</a> <a href="#">Audit Trail</a>

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"/>	<a href="#">Sewer, Thomas</a>	<a href="#">View</a>	123-22-2222	1	96	1	96	02/17/17			•	0	Active	05/22/17	<a href="#">View</a>	
<input type="checkbox"/>	<a href="#">Howser, doodie</a>	<a href="#">View</a>	453-53-9999	2	84	2	84	02/17/17			•	0	Active	05/22/17	<a href="#">Add</a>	
<input type="checkbox"/>	<a href="#">Bunnie, Busy V.</a>	<a href="#">View</a>	225-77-7777	3	80	3	80	02/17/17			•	0	Active	05/22/17	<a href="#">Add</a>	

## 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>	<a href="#">edit</a>   <a href="#">delete</a>

# 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