1. Agency Human Resources

- Creates requisition
- Opens and assigns requisition
- Creates Exam Plan
- Includes note in Exam Plan as to which testing exemption(s) the agency plans to utilize
- Creates evaluation steps
- Creates draft job posting – include an agency HR contact on posting for applicants to get information about the posted job
- Access Job Posting Request (JPR) System via HR Info Portal to submit job posting request
  - NOTE: Paper agencies will utitlize the Paper Agency Portal to submit job posting requests. Please reference the [Paper Agency Job Posting Request Instructions](#) for specifics on how to submit job postings through the current Paper Agency Portal.
- Job posting requests must be received through the JPR System or Paper Agency Portal no later than **12 pm** to ensure the posting is made live the same day. If received **after 12 pm**, the posting will not be made live until the following business day
- Job posting requests received after business hours or on weekends or holidays will not be reviewed until the next business day

2. State Civil Service

- Assigns consultant to each posting
- Reviews posting
- Removes from draft status
- Notifies agency that posting is "live"
- Processes all applications to determine qualified candidates
- Notifies rejected/ineligible candidates. Consultant will handle questions on rejects.
- Adds veterans points when applicable
- Places candidates on eligible list
- Verifies testing exemptions for candidates on eligible list (military, eligible for rehab services and promotion of perm EE to job using same test)
- Notifies HR contact by email that eligible list is complete
- For a continuous job posting – notifies HR contact when all applicants have been processed and the eligible list is ready to make referrals to the appropriate requisition.
- Notifications about eligible lists will be sent within 3 business days of the posting closure or email receipt about the addition of a requisition to a CTS exam plan

3. Agency Human Resources

- Refers candidates from eligible list
- Responsible for OHC entries regarding the interviews and selection to fill the requisition
- Verifies veterans points when applicable
- Verifies transcripts, licenses or certifications required
- Verifies other testing exemptions for candidates not placed on eligible list (3.5 GPA on bachelor's degree or graduate degree, Voc Rehab client, N/C reemployment)
- Completes hire authorization in LA Careers
- Completes My HR dashboard cleanup (archiving posting/closing requisition)