Posting **Classified** Civil Service Positions

Kansas Civil Service recruiting and staffing regulations are found in Article 6 of the **Kansas Administrative Regulations (K.A.R. 1-6-1 through 1-6-33.**) <https://admin.ks.gov/offices/personnel-services/agency-information/regulations>

Further guidance and definitions are found in **Office of Human Resources Bulletins** <https://admin.ks.gov/offices/personnel-services/agency-information/bulletins---personnel>

The following bullets highlight some of the recruitment rules for posting **classified** positions:

* Each job requisition shall be posted on the central notice of vacancies, jobs.ks.gov.
* Notices of vacancies are not required when filling a:
	+ Temporary position
	+ Position to be filled by demotion or transfer
	+ Position to be reallocated
	+ Governor’s trainee position
	+ Director (OHR) determines that a notice is not in the best interest of the state
* At a minimum, all job requisitions must remain open for at least seven calendar days.
* Per the KOSE Memorandum of Agreement, vacancies in bargaining unit positions shall be posted for at least 10 days.
* Each job posted on the central notice of vacancies shall be open for applications from:
	+ Employees within the posting agency (“Agency” job posting type)
	+ Persons in the reemployment pool
	+ Persons who separated from state service due to a permanent disability (receiving benefits from KPERS or SSA.)
	+ Persons eligible for Veteran’s Preference
* Each agency will decide if they want to also open the vacancy to all state employees (“Internal”), those eligible for reinstatement (“Internal”), and the general public (“External”).
* Each applicant must meet the minimum qualifications (as established by the OHR Director) for that job classification and position to be eligible for hire.
* Agencies may establish preferred selection criteria in addition to the minimum requirements, and may post the preferred selection criteria on the vacancy announcement.
* K.S.A. 73-201 defines employment preference for eligible veterans for classified governmental positions.
	+ Veterans may apply for any regular position posted on the vacancy listing (Agency, Internal, and External posting types)
	+ Each veteran who meets the minimum qualifications will be offered an interview for that vacant position. However, if agencies establish preferred selection criteria and include it on the vacant job posting, veterans may be required to meet those also to be offered an interview.
	+ Veterans may not be scheduled for an interview if a Kansas Employee Preference applicant (previously laid off State of Kansas employee) applies for the same position. Agencies are not required to offer an interview if a veteran was dismissed or did not resign in good standing from state service.
	+ Job postings for eligible veterans will include a notification statement of Veterans Preference Eligibility (VPE).
	+ Veterans who applied and are not hired are notified by certified mail or personal service.
* Kansas Employee Preference Program (KEPP):
	+ A state of Kansas employee officially laid off from a classified position is eligible to apply for all regular classified positions posted on the vacancy list and receive hiring preference over all other candidates. The preference expires one year after the layoff date.
* Kansas Tax Clearance requirement:
	+ **All** state job postings (classified and unclassified) will include a notification statement of the Tax Clearance Certificate requirement.
* Each classified job posting on the central notice of vacancies (jobs.ks.gov) will contain required segments of information as displayed on the **CLASSIFIED JOB POSTING TEMPLATE** at [https://admin.ks.gov/offices/personnel-services/recruitment/recruiter's-network](https://admin.ks.gov/offices/personnel-services/recruitment/recruiter%27s-network) .
* Agencies have the option to add additional information that highlights their organization such as mission statements, benefits, agency website, etc. However, agencies are encouraged to follow the format of the sample posting which includes all required topics and provides a consistent statewide structure for agencies and applicants.