



County of Los Angeles Department of Human Resources Countywide Talent Assessment Division

NEOGOV Job Posting Checklist

Requests for Exam Posting Review should be emailed to 4approval@hr.lacounty.gov

DEPARTMENT							
EXAM TITLE						EXAM NO.	
EXAM TYPE	OC	IP	DP	JOB POSTING TYPE	New	Reposting	
EXAM ANALYST NAME				ANALYST TITLE			
ANALYST PHONE				ANALYST EMAIL			
Countywide Shared Exam (CSE)?		If CSE, did you get approval from DHR?		Did DHR develop the exam?		# of Vacancies	
Yes	No	Yes	No	Yes	No		
Exam supported by:	Job Analysis (JA)	Job Review (JR)	N/A	JA by DHR?	Yes	No	JA/JR Date
Did you use Textio to create your job posting?		Yes	No	If you used Textio, what was the Textio score?			
Are you utilizing Minimum Requirements (MRs), Selection Requirements (SRs), or Specialty Requirements?				MRs	SRs	Specialty Requirements	
Recruitments should have a recent job analysis (within 5 years) on file. It is the requesting department's responsibility to ensure compliance.				Acknowledge			
Have you considered borrowing another department's list to fill your vacancy?		Yes	No	If so, what was the outcome?			

GENERAL JOB POSTING INFORMATION	
	New Exam: Verify there is <u>NOT</u> an open exam or current list/register of the same type; exceptions should be clarified.
	Job Title: The official classification title is automatically populated. May include a functional title, specialty exam title, and/or any special recruitment information when appropriate (e.g., temporary, grant funded, recurrent, seasonal).
	Application Template: Ensure the appropriate template in NEOGOV has been selected. Consult with the assigned DHR Exam Analyst, if needed.
	Salary Type: Official salary is automatically populated. Confirm salary against Schedule A.
	Opening Date: Should show the advanced posting date at least one business day prior to filing start date in accordance with Civil Service Rule (CSR) 7.03. Additional advanced posting days are required on OC exams with less than a three (3) day filing period or when limiting applications.
	Closing Date: Should be consistent with end of filing period on exams using a defined start and end date. For open continuous exams, the closing date should be replaced by "continuous." For OC exams that limit the number of applications, include the expected closing date.
POSITION / PROGRAM INFORMATION	
	Name of Department: Include the department name and any relevant information about the department.
	Filing Dates: State the window during which applications will be accepted, including starting date and time and ending date and time. For OC exams, the advanced posting and filing period must be a minimum of four (4) business days combined. For promotional exams, the filing period must be at least ten (10) business days. For all exams, the last day to file applications should fall on a business day. If limiting applications, announce in this section and include a closing date. Be sure to begin the filing period no earlier than 12:30 p.m. to allow applicants to apply using computers in public libraries. When attempting to restrict the size of the applicant pool, using a shortened filing period is preferable to limiting the number of applications. If using a shortened filing period, ensure the filing window includes the hours of 12:30-1:00 p.m. If recruitment is continuous, filing dates should include the filing start date and language indicating the following that the filing period could close at any time. Open Competitive exams for the social services departments (CSSD, DPSS, and DCFS) must have combined advanced posting and filing period of at least 5 business days. See the Standard Job Posting Language (SJPL) document for more information.
	Examination Number: Include the exam number and ensure it does not conflict with other active exam plans.
	Reposting Information: Include an announcement regarding changes to the job posting. Departments are to provide a copy of the original job posting to EPR for review along with the reposting document (please see the Reposting Guidelines document for more information).
	Special Salary Information: Include information about special salary (e.g., MAPP, manpower shortage bonuses, etc.) if applicable. Provide documentation supporting any special salary.
	Type of Recruitment: Open Competitive (OC), Interdepartmental Promotional (IP), Departmental Promotional (DP). Noncompetitive (NC) exams must be OC. Use this section to announce promotional rights pursuant to CSR 6.02 and PPG 118 (unclassified personnel).
	Out-of-Class: For IP/DP, indicate whether out-of-class experience will be accepted for internal candidates. If it will be accepted, indicate how it will be evaluated (e.g., proof of bonus, etc.). For OC exams, it is recommended but not necessary to address out-of-class. See SJPL for more information.
	Withhold: For IP/DP, indicate whether applicants can qualify if within a certain amount of time of meeting the requirements. For OC, can include withhold for education, licensure, certification, etc. For more information, see CSRs 6.04 & 11.04 and PPG 150.
	Essential Job Functions: (EJF) Can be prepopulated from class specification but should accurately reflect the actual duties performed by the position, which may be drawn from job analysis documents.

REQUIREMENTS									
Requirements: Should be consistent with class specification. If using SRs, ensure compliance with SR guidelines (more information can be found on SJPL). If SRs deviate from the class specification and/or guidelines, departments should consult with DHR's Classification Revision Unit (CRU) either before submitting the job posting or at the time of submission. If specialty requirements are needed, they must be supported by the class specification, job analysis, and/or DHR's CRU. Attach the Specialty Exam Worksheet, if applicable.									
License(s) or Certificate(s) Required: Driver License, Professional License, or Certificate Additional DMV information if driver license is required or some positions require job-related travel should also be included in this section. If driver license is required, there should be a driving function in EJFs and should be stated on the class specification or based on consultation with DHR's CRU. Consult PPG 125 and CL-006 for more information.									
Physical Class: II, III or IV, include definition of physical class (see SJPL or PPG CL-005 for definitions).									
Safety Position Requirements: If applicable, will be prepopulated from the class specification.									
Special Requirement Information: Define classes if "at the level of" is used in requirements. Define terms that could be misinterpreted (e.g., journey level, staff capacity, administrative staff, etc.). Indicate age requirement, if applicable. This section should also be used to announce the purpose of the supplemental questionnaire AND whether it will be used to score/evaluate candidates, if applicable. If not excessively long, this information can be combined with the Requirements. Include statement as to when and how documents must be submitted including proof of meeting education requirement in accordance with PPG 123 and language about not accepting password-protected documents.									
Desirable Qualifications: Desirable Qualifications (DQs) should be job-related and supported by the job analysis and/or consultation with SMEs. If credit is given for DQs in exam, include a supplemental questionnaire to solicit DQ information from applicants and include a statement in the Examination Content section stating that additional credit will be given for education, experience, training, certificates and/or other competencies related to desirable qualifications.									
ADDITIONAL INFORMATION									
Examination Content: Include exam parts, % weight of parts, and passing score for each part. Clearly address what competencies are being assessed in the exam, including DQs if credit is given for education, experience, and/or training related to DQs. Unless stated otherwise, candidates must achieve a 70% or higher on the examination to be added on the eligible list/register. If using DHR developed exam, consult with assigned DHR Exam Analyst for exam content verbiage and related information (e.g., score transfer, test preparation, how notices will be sent to candidates, etc.). Include typing statement and/or noncompetitive examination language if applicable.									
Exam Component Review: Some exam components are not subject to review by candidates. Add statement that the test (indicate test part) is not reviewable by candidates per CSR 7.19.									
Appraisal of Promotability: For promotional exams, include an AP weighted no more than 50% except for management classes. Departments are encouraged to use WSA or another testing method in lieu of an AP. Please consult with assigned DHR Exam Analyst to discuss.									
Transfer of Scores (if applicable): Indicate whether scores from identical test components will be transferred. If using DHR developed exam, must consult with assigned DHR Exam Analyst.									
Test Preparation (if applicable): Provide test taking resources to applicants.									
Eligibility Information: Indicate length of eligibility period. If applications will be processed on a flow basis resulting in different promulgation and expiration dates, include language stating that applications will be processed as they are received and added to the eligible register accordingly. If non-competitive exam, refer to language on the SJPL document. If using alternate banding, include the approval when submitting the job posting for review and include explanation in job posting. Select the appropriate options below to indicate how this exam will promulgate candidates:									
<i>This exam will use a standard list with a universal expiration date for all candidates.</i>				<i>This exam will use a register with various expiration dates.</i>					
Alternate Banding?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If using Alternate Banding, did you get approval from DHR?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-Competitive Exam?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If a Non-Competitive Exam, did you get approval from DHR?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Information: Describe details about the examination or position (e.g., whether appointees will be required to work weekends and holidays, etc.) and announce additional recruitment specific information when applicable (e.g., background check information, medical examination, etc.). Please refer to SJPL document for sample verbiage.									
Vacancy Information: Indicate where the vacancies are located. (optional)									
Application and Filing Information: Include statement about unsubscribing from e-mail notifications and how to check the job profile inbox (if using a DHR administered exam, verify this language with assigned DHR Exam Analyst). Include statement informing applicants that they must verify any new e-mail address in the NEOGOV system, along with any other pertinent information regarding the application process.									
Testing Accommodation Language and Coordinator Contact Information (if applicable): Insert language regarding accommodation. If exam plan includes a DHR administered exam component, ensure appropriate application template is selected for efficient processing of accommodation requests.									
Department Contact Information (Name, Phone, Email)									
Teletype Phone, California Relay Services Phone, Alternate TTY Phone (optional)									
This checklist was reviewed within the department before submitting to DHR. Additional comments below:									
Reviewer Name			Reviewer Signature				Date		