



JCS-Inc. Policies

## 8016.1 Job Posting Policy

**Effective Date: January 1, 2023**

**Approved by: Board of Directors**

### **Policy:**

It is the Board's policy to provide for the accurate and consistent communication of employment opportunities to internal candidates (current employees), former employees subject to a callback list, if any, and external candidates.

Job openings will be posted on EDJOIN and normally remain open for 30 days or until filled. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, salary range, job summary, essential duties, and qualifications (required skills and abilities).

Original Policy 02/27/01  
Revised Policy 06/08/07  
Revised Policy 09/08/17  
Revised Policy 10/28/2022