



## 8016.2 Job Posting Administrative Regulations

Effective Date: January 1, 2023

### JCS-Inc. Administrative Regulations

#### **Procedure:**

1. The recruitment and selection procedures of JCS, Inc. (JCS) are designed to assist management in obtaining suitable candidates for position vacancies and to ensure compliance with federal, state, and local laws.
2. JCS is committed to recruiting and appointing qualified applicants available without discrimination as to race, creed, color, religion, age, sex, national origin, disability, marital status, or veteran status.
3. A promotion is defined as a move to a higher position grade. A transfer is defined as the appointment to a different position of the same position grade.
4. Job Posting Procedures:
  - a. When a vacancy occurs, the position will be posted for JCS community on the appropriate forums throughout JCS for a minimum of five working days.
  - b. The job posting shall include the following information: position title, desired qualifications, starting date, location, a brief position description, shift information, the beginning and ending date of the posting and salary range.
  - c. All employees who are interested in being considered for a position vacancy should submit by no later than the ending date of the job posting: (1) the appropriate online application, and (2) a current resume and a letter of interest. Internal candidates who submit an application after the ending date of the internal job posting will be considered for the position as part of the external applicant pool. A staff member's indication of interest in an opening will not affect the current position of that staff member.
5. Exceptions to the Job Posting Procedures
  - a. The following position vacancies may be filled independent of the job posting procedure.
    - i. Temporary part-time positions and regular part-time positions which cover positions less than six months.
    - ii. Areas of critical importance to JCS as deemed by the administration and Human Resources.
    - iii. Vacancies to be filled by employees returning from military leave, salary continuance, or family leave.

Original Procedure: 02/27/01

Revised Procedure: 06/08/07

Revised Procedure: 09/08/17

Revised Procedure: 10/28/2022