TEAM KENTUCKY®

PERSONNEL CABINET

EXTERNAL APPLICANT GUIDE

Come for a job. Stay for a career. Make a difference for a lifetime.

https://careers.ky.gov

FIND YOUR PURPOSE…

With hundreds of unique and interesting positions in Kentucky state government, find your purpose.

Contents

NOTICE: This guide is intended for EXTERNAL APPLICANTS ONLY. External applicants are those applicants who are *not* already employed by the Commonwealth of Kentucky.

Applicants who are already employed by the Commonwealth of Kentucky are considered internal applicants and should be logged into MyPURPOSE to apply to any job.

The Job Ad

Below is a breakdown of the job ad.

Header: Allows you to APPLY, refer the job to someone else, save it to your profile, or return to the last screen. Also includes a recruitment video.
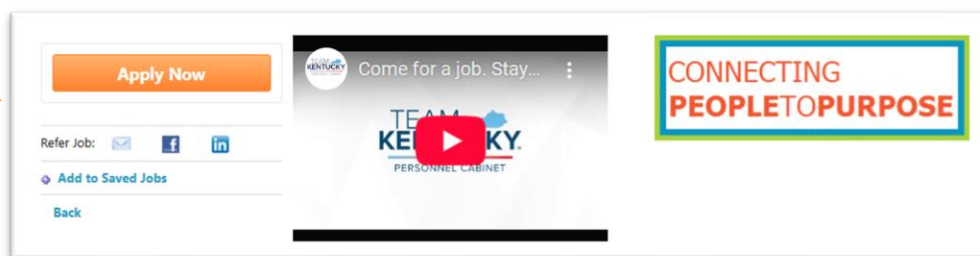
Advertisement Closes: This is the deadline to submit your application and to provide necessary documentation to apply for interview preference, if eligible.

Example: **25-03425** is the requisition (req) number assigned to this particular job advertisement, includes job title.

The **Pay Grade** represents a range of pay available to someone in this job title.

If a **Salary** range is listed like this, the agency will determine the exact amount to be paid based on factors determined by the agency. Or an actual set amount or special entrance rate may be listed.

The **Employment Type** describes the branch under which this position is employed, whether it is full or part time, if it is eligible for overtime pay, the work week and more. Select the link below to learn more.

Hiring Agency: If hired under the Executive Branch, the Commonwealth of Kentucky is considered one employer; however, employees are hired by specific agencies. That hiring agency is listed here.

Location: This is the work address for the position being filled.

Description: This is the information the agency wants to share with you about themselves. It also details the responsibilities of the positions and the skills and abilities the agency is looking for in a suitable candidate. It may also outline the benefits of the job.

Advertisement Closes	6/29/2025 (8:00 PM EDT)
25-03425	Program Coordinator
Pay Grade	14
Salary	$3,496.04 - $5,244.04 Monthly
Employment Type	EXECUTIVE BRANCH	FULL TIME	ELIGIBLE FOR OVERTIME PAY	18A	37.5 HR/WK

Click here for more details on state employment.

Hiring Agency	Finance & Administration Cabinet	KY River Authority
Location	1021 Kentucky Avenue Frankfort, KY 40601 USA

Description

Would you like to work with an agency that is dedicated to preserving the 14 historical Kentucky River Locks and Dams built in the 1800's? Do you enjoy working outdoors? The Kentucky River Authority is currently seeking a Program Coordinator to oversee the Lock and Dam Operations Program. The Program Coordinator for the Kentucky River Authority is responsible for supervising the field staff on daily basis and producing work plans. The Program Coordinator will communicate laws and policies to staff, citizens, and contractors.

Responsibilities include but are not limited to the following:

- Leads and oversees lock operations.
- Communicates information related to river conditions and lock schedules.
- Maintains records and paperwork.
- Attends meetings regarding lock and dam activities, including vendors, contractors and the public.
- Identifies repairs needed on the lock and dam structures and equipment.
- Makes recommendations and schedules maintenance activities on the lock and dam properties.
- Repair and perform minor maintenance on equipment.
- Schedules equipment repairs with vendors.
- Makes operational need recommendations to the agency head.

Preferred Skills and Abilities include, but are not limited to the following:

- Ability to multi-task various job tasks.
- Organization skills.
- Self-starter and motivated individual.
- Adaptability and flexibility.
- Excellent verbal and written communication skills.
- Basic computer knowledge.
- Has a valid driver license.

We offer a great package of employee benefits, including:

- A 37.5-hour work week (with occasional overtime required - compensated).
- Paid Time Off (Sick and Vacation) + Paid Holidays.
- Affordable Health Insurance with Optional Health Reimbursement Account.
- Life Insurance.
- Retirement.
- Wellness Incentives Program.
- Training and Career Development Opportunities.

Minimum Requirements: Outlines any minimum education, training, skills and/or experience required to qualify for the job. It may also include substitutions for the required education, training, skills and/or experience. You must be able to meet these to be considered for the job. Please take this into consideration before applying.

Working Conditions: Describes the environment the employee will work.

Probationary Period: If there is a probationary period, it is listed here.

Contact Information: Is provided if you have questions about the job or would like to make contact to formally request an interview, in addition to applying.

Minimum Requirements

EDUCATION: Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS: Three years of professional experience in management or administration.

Substitute EDUCATION for EXPERIENCE: A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION: Administrative or business experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.): NONE

Working Conditions

Incumbents working in this job title primarily perform duties in an office setting. Minimal travel may be required.

Probationary Period

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

If you have questions about this advertisement, please contact Olivia Dorman at Olivia.Dorman@ky.gov or 502-564-2866.

An Equal Opportunity Employer M/F/D

Job Seeker Tips

#1   Utilize the Job Search Agent

The job listings are updated daily. Rather than spending all your time looking at the job openings every day, you can set up job alerts. Job alerts will automatically email you each time a position opens in the criteria you have chosen.

To create a Job Alert, select Search Jobs then select Create Job Alert.

#2   Read the Minimum Requirements and Job Duties before Applying to a Job

Each job posting has unique requirements. Please review the complete job advertisement prior to applying to the job. Be sure you meet the requirements for the job and are truly interested, based on the job duties.

#3   Proofread Your Application

A great way to get your application passed over by a hiring manager is to have numerous spelling and grammatical errors. Double check your application before submitting and even better, have someone else

proofread it for errors. Be sure your application does not contain N/A for fields that you have information to provide.

#4   Do Not Falsify Any Information

Be truthful about your work experience, education, and other information. The Commonwealth of Kentucky can verify application information and if any information is determined to be false, your job offer can be rescinded or if you are already employed, you can be dismissed.

#5   Sell Yourself

Be sure to include all of your experience on your application. You are competing against other applicants. You can reach out to the contact person on the job posting to request an interview. This is not a guarantee of an interview, but is a way to be proactive in your job search.

#6   What happens after I apply?

The hiring agency has 90 days to fill the position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process.

#7   Take advantage of Free Career Counseling

Did you know, we offer free career counseling to all who are seeking a rewarding career within the Commonwealth of Kentucky? Our team of experts can review your application/resume and answer any questions you may have about our job classifications. We can also help you explore our employment opportunities and navigate the application process. To find out more about free Career Counseling please email us at pers.careercounseling@ky.gov or call us at 502-564-8030.

Creating an Applicant Profile

To apply for an open position with the Commonwealth of Kentucky, you must first create an Applicant Profile.

To create your profile, Select Search Jobs, the blue All Jobs block or one of the job categories featured blocks.
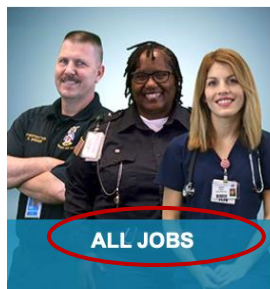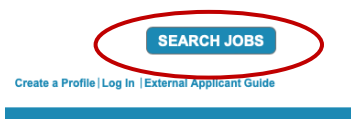
You can enter key words into the search box or simply page through to find a job of interest.

Once you find a job of interest, click on the job title and Select "Apply Now".

Select "Create a new Profile".

Applicants will be asked to provide the following information as seen on the screen shot below as part of their profile:

NOTE: If hired, this information will be used to create your official personnel record. The First and Last Name must match the name shown on your Social Security Card.

Create a Profile

All fields marked * are required.

- Passwords cannot have leading or trailing spaces.
- Passwords cannot be the same as email.
- Passwords must contain both upper and lower case letters.
- Passwords must contain alpha and numeric characters.
- Passwords cannot have three or more consecutive same characters.
- Passwords must contain at least one special character.
- Passwords must be 8 - 20 characters.

* First Name

* Last Name

* Email

* Confirm Email

* Phone

* Password

* Confirm password

Language English (US)

☐ By checking this box you agree to our **Terms of Service**

Create Profile

<< Back

Forgot Password

If you have forgotten your password, select the *Forgot password or need to create a password*? link on the Sign In page. A pop-up box will appear with instructions on how to reset your password. You must have access to the email account associated with your Applicant Profile in order to receive the reset password link.

Using your LinkedIn Account

Applicants can login and apply for open positions using their LinkedIn account username and password.

If you wish to login using your LinkedIn account, you do not need to create an Applicant Profile. Instead, select the LinkedIn icon in the upper left corner of your screen.

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Completing an Application

Once you begin the application process, the bar at the top of your screen will update your progress as you complete each section.

If you provide a resume or use a LinkedIn resume, that is uploaded to the application, please be aware the data from the resume may not contain all the necessary information when submitting your application.

Please do **NOT** leave any fields at **"N/A"** on your application, unless there is no information to provide.

Instructions for editing fields on your application: On the application under Options, located at the far right of each section, you will see an Edit option. Select the Edit option and a box will appear. Complete the areas needed and click the Add button to save the edited information.

Once in the application, the Back button will allow you to navigate to a previously completed section. The Save/Return Later button allows you to save your application and return later to complete.

After you have completed and reviewed your application, you will select the **Submit Application** button.

Please Note: Changes CANNOT be made after your application has been submitted. You will not be able to view the Job Description after the job closes.

Withdrawing Your Application

You may withdraw your application if you no longer wish to be considered for a position while the position is still posted. This can be done by selecting the Withdraw option from your Applicant Profile as indicated in the picture below.

Please note that once the position closes, you can no longer withdraw your application.
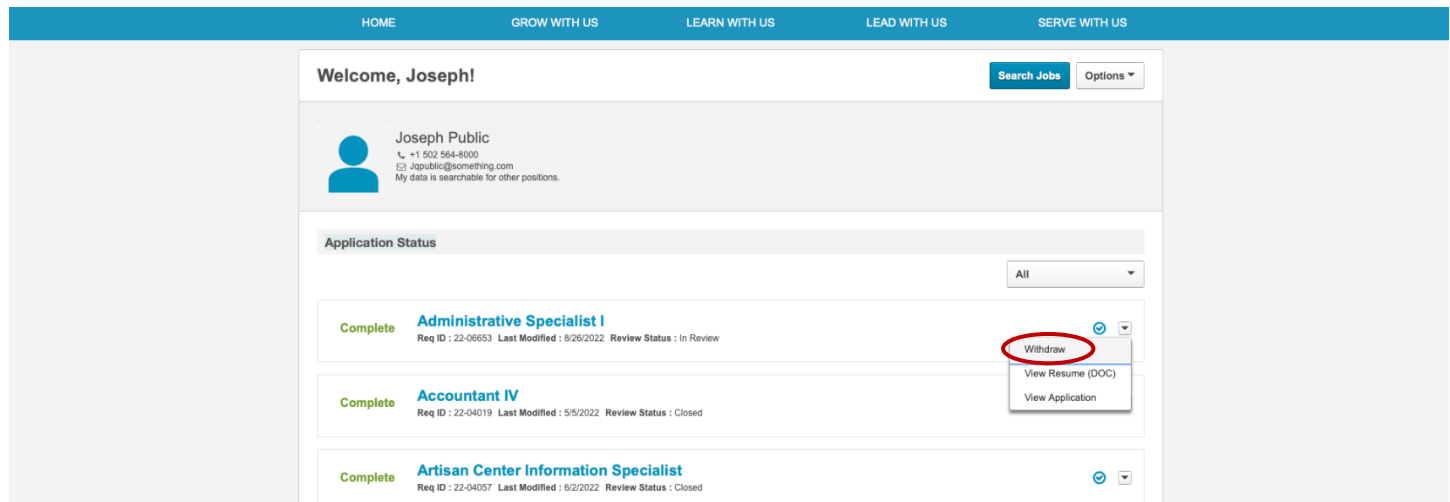
Your Applicant Profile

Your Applicant Profile page gives you the ability to view and manage the following:

- Edit your Name, Email, and Home Address (use Edit Profile under the Options dropdown menu).

Job Statuses

When applying to a job, applicants may see one of the following statuses under his/her profile.

- **Closed** - This status displays if the hiring agency has considered the applicant, but will not move them forward in the selection process.
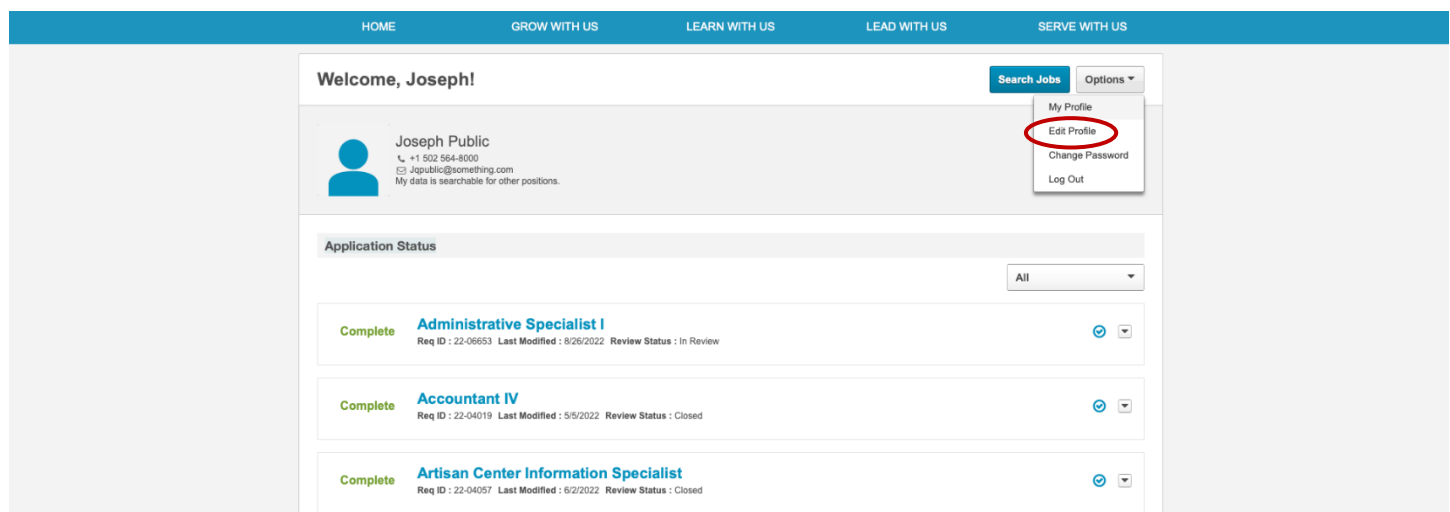- **Hired** - This status displays if the agency is considering the applicant for appointment.
- **In Review** - This status displays when you successfully complete the application process.
- **Not Submitted** - This status displays if the application is not completed and is In-Progress.
- **Requisition Closed** - This status displays if the job requisition is now closed.

Glossary for Recruitment System

To better understand the recruitment system, please familiarize yourself with the following terms and their definitions.

Careers Website: The Commonwealth's recruitment website where applicants can access, search, and apply to competitive job vacancies.

Certified Register: The certified register is the official list of potential eligible candidates who may be considered for an appointment, promotion, or reemployment to a position in the classified service. The register or requisition is certified the day after the job advertisement closes, though it is available to view throughout the duration of the job posting.

If a reemployment candidate or candidates applied to this position, and meet minimum requirements, they will be the only one offered an interview.

Classified Position: A position in the executive branch of state government that is not exempt from the classified service under KRS Chapter16, KRS 18A.115, KRS Chapter156, or any other provision of law.

Five-Day Posting: A posting is a job vacancy announcement that is posted for a minimum of 5 calendar days; agencies may request that they be posted for a longer period. *Competitive* vacancies are posted on the Careers website while Competitive and *Promotional* vacancies are posted on MyCAREER through MyPURPOSE*.*

Hiring Dashboard: This is where the hiring agency and Personnel Cabinet can review candidates who have applied to a vacancy.

HR Status: HR Statuses are used to identify each candidate's stage in the workflow for each of your requisitions.

Interview Preference (Previously called Veteran's Preference): In accordance with *KRS 18A.150*, prior to making an appointment to a merit job posting, the agency must offer an interview to at least five external candidates with Interview Preference. The statutory obligation to offer an interview only includes those seeking initial appointment to the classified service and who meet minimum requirements.

Merged Account: A merged account is where multiple applicants have shared an account and mixed their contact information and job histories.

Minimum Qualification Review (MQR): The process in which an agency submits up to three candidates for a Minimum Qualification Review (MQR) after interviews have been conducted. Only those at an Approved HR status can be considered for appointment after MQRs are complete. Personnel Cabinet employees are the only ones authorized to conduct a MQR.

MyPURPOSE: The Commonwealth's talent management suite which includes recruitment, learning, performance, onboarding, and more. Specific to recruitment, it is used internally by Commonwealth employees to search for and apply to posted vacancies. Externally, it is rendered through the Personnel Cabinet's Careers website by applicants to search for and apply to posted vacancies. It is also used by the Personnel Cabinet and Agency HR for application review and recruitment.

Non-merit Position: A position that is not part of the classified service under KRS 18A and therefore is unclassified. These include Federally Funded Time Limited (FFTL), Grant Funded Time Limited (GFTL), Interim, and Governor Authority-Appointed positions. The hiring agency does not receive a certified register for unclassified vacancies.

Requisition Expiration Date: The day a requisition expires, which is ninety (90) calendar days.

Requisition Number: Often referred to as the req number is a system-assigned number when a job is posted.

Vacancy Type: Competitive vacancies are open to all candidates. Promotional vacancies are open only to state merit employees. There may also be vacancy types that are unclassified, such as interim, FFTL, and GFTL positions.

Veteran's Preference: See Interview Preference.