



PERSONNEL CABINET

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Brian J. Crall
Secretary

MEMORANDUM

PERSONNEL MEMO 07-29

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM: Brian J. Crall, Secretary 

DATE: October 25, 2007

SUBJECT: Implementation of the Career Opportunities System

On November 26, 2007, the Personnel Cabinet plans to implement an on-line employment system called Career Opportunities. To facilitate the successful implementation of this new system it will be necessary to transition from our current practices.

The last day for an agency to post a vacant position in the current Unified Personnel and Payroll System (UPPS) will be November 9, 2007. For a position to post on November 9, it must be entered into UPPS on November 8, 2007. This will provide all applicants the opportunity to be qualified to the posted positions during the required 10 calendar days. The posted positions that close November 19, 2007, will be certified to the agencies by COB November 20, 2007.

The last day for an agency to request an Immediate Fill register is November 16, 2007. The Personnel Cabinet will receive and certify an Immediate Fill request on November 19, 2007 and an agency will receive the certified Immediate Fill register by COB November 20, 2007.

The Division of Staffing Services will be closed Tuesday, November 20 and Wednesday November 21 to complete all required actions in the current system and enable the staff to transition to Career Opportunities. The Division of Staffing Services will re-open to the public on Monday, November 26, 2007 with Career Opportunities in full operation.

We appreciate your cooperation and patience during this transition. We look forward to the new services Career Opportunities will provide.

If you have any questions please contact the Department for Personnel Administration's Deputy Commissioner Barbara Barnes at (502) 564-6920.