



PERSONNEL CABINET

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MEMORANDUM

Steven L. Beshear
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Nikki R. Jackson
Secretary

PERSONNEL MEMO 09-08

TO: Cabinet Secretaries
Agency Heads
Human Resource Administrators

FROM: Nikki R. Jackson, Secretary 

DATE: June 26, 2009

SUBJECT: Requisition Procedures – Division of Career Opportunities

The Personnel Cabinet has embarked upon a vision quest – seeking to be regarded as a trusted and valuable resource for accessible and responsive human resource services. To that end, the Division of Career Opportunities, Department of Human Resources Administration will be implementing new procedures to enhance current services for both applicants and agencies.

There has been an increase in the volume of candidates applying for employment with the Commonwealth; the review of every candidate that applies to a position to ensure they meet minimum qualifications for the classification is not only impractical but an inefficient and ineffective use of time and resources. Between January 1 and May 31, 2009 there have been over 124,750 applications submitted for review or what is known as “job submissions” and the expectation is this number will continue to increase.

On July 1, 2009, a new procedure will be implemented that will expedite the certification of a requisition to an agency within one business day after the closing of a posted position. Every applicant that applies during the ten day posting will be certified to the hiring agency. The hiring agency will then notify the Career Opportunities staff of the candidates they wish to interview and at this time is when the review of the application for minimum qualifications will be conducted.

The attached procedure addresses the agencies responsibilities for Competitive and Internal mobility positions as well as Immediate Fill.

Any questions regarding this procedure should be directed to Acting Commissioner Barbara Barnes, Department of Human Resources Administration at Barbara.Barnes@ky.gov (502) 564-6920.



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