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THOMAS B. STEPHENS
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PERSONNEL MEMORANDUM 17-03

MEMORANDUM

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

From: Thomas B. Stephens, Secretary 

Date: May 5, 2017

Re: Executive Branch Classified Hiring and Selection Procedure

In an effort to ensure consistency and structure in the classified hiring process across the Executive Branch, the Personnel Cabinet has created the Executive Branch Classified Hiring and Selection Procedure. Beginning July 1, 2017, agencies will be required to follow this procedure when filling any vacant classified position through appointment or promotion. HR Administrators will soon receive additional information and resources related to the successful implementation of this procedure.

Please direct any questions to Commissioner Mary Elizabeth Bailey, Department of Human Resources Administration, at MaryE.Bailey@ky.gov or (502) 564-7571.