

**HR/LR Policy #1434  
Job Announcement Requirements**

**Issued** December 8, 2015  
**Revised** N/A  
**Authority** Enterprise Human Resources

**OVERVIEW**

<b>Objective</b>	To increase equal opportunity by extending the duration of public notice state agencies provide to job seekers regarding employment recruitment announcements. Increasing the term of public notice promotes transparency, open competition, and fairness in the hiring process. It supports our state affirmative action goals, diversity and inclusion initiatives, and efforts to ensure our workforce represents Minnesota workforce demographics. This policy attempts to balance the state's interest in open competition with agency interests in filling positions in a timely manner. MMB will monitor this policy's implementation, results, and benefits. The policy may be adjusted to achieve its objective.
<b>Policy Statement</b>	This policy sets recruitment announcement requirements for jobs. Minnesota Personnel Rules 3900.3200 sets a minimum threshold of a 24 hour public notice period for recruitment announcements for unlimited classified vacancies. Components of this policy set standards that exceed the requirements of the Rule.
<b>Scope</b>	This policy applies to agencies in the executive branch and classified positions in the Office of the Legislative Auditor, the Minnesota State Retirement System, the Public Employees Retirement Association, and the Teacher's Retirement Association.
<b>Definitions</b>	<p><b>Agency promotional</b> job announcements are open for application by any state employee who currently is employed by the posting agency.</p> <p><b>Announcing</b> means listing a job opportunity on the Minnesota Careers website or another web-based recruiting resource to attract job applicants.</p> <p><b>Classified service</b> means positions in the state civil service for which appointments must be based on merit and ability to perform the duties of the position, and which provide tenure following certification after a probationary period.</p> <p><b>Open competitive</b> job announcements are open to the public for application by any qualified job seeker.</p> <p><b>Statewide promotional</b> job announcements are open for application by any current state employees.</p> <p><b>Unclassified</b> service means positions designated as unclassified because they are:</p> <ul style="list-style-type: none"> <li>• Established in the unclassified service under M.S. 43A.08. or</li> <li>• Established in the unclassified service by other statutory authority.</li> </ul>
<b>Exclusions</b>	The following are excluded from coverage by this policy: Emergency and PRO appointments, Non-competitive Appointments of Disabled Veterans under M.S. 43A.111, Placement of Employees with Active Workers' Compensation Claims under Administrative Procedure 10B, reallocations/re-comparisons, appointments to meet the

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	requirements of applicable collective bargaining agreement language (e.g., bidding, recall from layoff, claiming).
<b>Statutory</b>	Includes, but is not limited to: M.S. 43A.01 Policies M.S. 43A.02 Definitions M.S. 43A.04 Subd. 1(a) General Powers and Responsibilities of Commissioner M.S. 43A.07 Classified Service M.S. 43A.08 Unclassified Service M.S. 43A.09 Recruitment M.S. 43A.10 Selection Process; Eligibility to Compete M.S. 43A.14 Appointments M.S. 43A.15 Noncompetitive and Qualifying Appointments M.S. 43A.191 Agency Affirmative Action Programs M.S. 645.151 Timely Delivery of Filing

## POLICY REQUIREMENTS

### I. ANNOUNCEMENT REQUIRED

State agencies must announce the following job openings **as open competitive** available to all job seekers for at least seven calendar days:

- Unlimited classified **managerial positions**
- Temporary unclassified **managerial positions** anticipated to last one or more years
- Student Worker positions
- Paid Intern positions

State agencies must announce the following job openings for at least seven calendar days. Agencies may announce these positions as **agency promotional, statewide promotional, or open competitive**:

- Unlimited classified **non-managerial positions**
- Temporary unclassified **non-managerial positions** (e.g., M.S. 43A.08, subd. 2a) anticipated to last one or more years

All announcements must be posted on the [mn.gov/careers](http://mn.gov/careers) website. The announcements may not close on a weekend or state holiday. Announcements should also be distributed to targeted and diverse recruitment sources such as occupational publications, community partners including MnCARRS and MMB's executive recruitment office.

### II. RE-ANNOUNCE FOR AT LEAST 3 DAYS (7 DAYS PREFERRED)

Agencies may re-announce job openings covered by section 1 if there is a business need after an initial announcement has closed. The re-announcement must be for at least three but preferably for seven calendar days.

Agencies must include a statement indicating that the position is being re-announced; for example: "This position was previously announced (note the dates). If you already applied for this job, you do not need to reapply."

### III. ANNOUNCEMENT RECOMMENDED

Agencies are encouraged to announce all job opportunities, including Work Out of Class and Mobility assignments, for at least twenty-one days. With the exception of managerial jobs, agencies may choose

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whether to announce as open competitive, statewide promotional, or agency promotional. Appointment processes listed in the “Exclusions” section are exempted.

Extended posting is encouraged because it is a sound recruiting strategy. It improves transparency in hiring, encourages open competition, and increases the diversity and qualifications within applicant pools. Agencies attract and retain the best employees, and improve their own competitiveness in changing job markets.

### IV. EXCEPTIONS TO THE SEVEN DAY ANNOUNCEMENT REQUIREMENT

In limited circumstances, MMB may approve exceptions to the announcement or re-announcement requirements in Sections 1 and 2. Agencies must seek exception approval from MMB regardless of their delegated authority. MMB will respond to the exception request within 1 to 2 business days.

#### A. How to submit an exception request

Send a memo or email to your MMB Agency and Applicant Services representative requesting an exception to be considered. Include specific facts supporting the exception. For example:

1. The position requires specific technical skills that can only be obtained within the agency.
  - a) Identify the minimum required qualifications and explain why past efforts to recruit externally were unsuccessful.
  - b) Describe the agency's efforts to develop an internal talent pool through workforce planning and employee development and why posting the position for additional applicants would be impractical.
  - c) Identify the number of qualified internal candidates who will be interviewed.
2. The agency has budgetary issues or time limits that require prompt action to interview and fill from internal talent pools.
  - a) The requesting agency must describe the urgent need that prevents it from using a limited appointment to fill the need while external recruiting is conducted to fill the position.

### V. EMPLOYMENT APPLICATIONS

Employment applications received after the expiration of a job announcement's notice period will not be accepted. Job announcements expire at midnight of the publication deadline.

### VI. COLLECTIVE BARGAINING AGREEMENT AND LEGAL REQUIREMENTS

This policy does not supersede any vacancy posting or bidding requirements in applicable collective bargaining agreements or any contrary requirements under the law.

## RESPONSIBILITIES

**Agencies are responsible for:**

- Announcing jobs in compliance with this policy
- Making exception requests when appropriate

**MMB is responsible for:**

- Monitoring agency compliance
- Providing guidance on this policy
- Updating the policy as needed
- Responding to requests for exceptions

## FORMS AND INSTRUCTIONS

### Contacts

MMB Agency and Applicant Services Representative

### References

[Administrative Procedures](#)

1.1 Employee Mobility

8.1 Student Worker Appointments

10 Limited Consideration of State Employees

17.1 Work out of Class

21D Work Training

21E Internships

Minnesota Administrative Rules, [Chapter 3900](#)

3900-3100 Limitations on Applicant Admission

3900.3200 Public Notice

[Collective Bargaining Agreements and Compensation Plans](#)

[Multi-Source Recruitment and Selection Guidebook](#)

[Recruitment, Assessment and Selection Toolbox](#)