

NOTICE OF VACANCY ANNOUNCEMENTS

Description and Scope - Announcements of unlimited classified vacancies in the civil service open to the general public or limited to state employees are made through public notice by Minnesota Management & Budget (MMB). Vacancies are open to all job seekers who reasonably meet the published requirements.

Objective - To provide adequate notice of vacancy announcements so job seekers may apply in a timely manner.

Responsibilities -

A. Appointing Authorities:

- Submit the necessary information for MMB to provide public notice of unlimited classified vacancies open to the general public.
- Provide notice of unlimited classified vacancies open only to eligible state or agency employees by submitting the necessary information to MMB for advertising on the State Careers website.
- Notify employees at the time of appointment and periodically thereafter of:
 1. the location of postings or other procedures through which vacancy announcements are provided;
 2. the location of information explaining the state's application process; and
 3. the employee's responsibility to be aware of postings and the application process.

B. Minnesota Management & Budget:

- Provide continuous public notice of application requirements and procedures on the State Careers website.
- Provide public notice on the State Careers website for not less than 24 hours, of unlimited classified vacancies which are open to the general public or to state employees.

C. Employees:

- Check vacancy announcements for positions of interest.

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. M.S. § 43A.10 Selection Process; Eligibility to compete.
- B. Personnel Rule 3900.3200.
- C. Multi-source Recruitment and Selection Guidebook.