

Personnel Reform  
Agency Implementation Guideline # 2

<b>Subject:</b> Job Announcements/Job Postings	<b>Issued:</b> July 13, 2012
	<b>Effective:</b> July 13, 2012

**Summary:**

Elimination of any references as to whether a position is covered or uncovered in the job announcement/job posting.

**Background:**

A job announcement for an uncovered position has typically included a statement or language indicating that the position is not subject to merit system rules (such as, "This position is not covered by the State Personnel Merit System").

**Guidelines:**

Effective immediately and until further notice, agencies shall:

- Ensure that all new job announcements/job postings do not reference a position's covered or uncovered status
- Review any current job announcements that are announced as open continuous and remove any reference to covered or uncovered

Note: For job announcements/postings that have already been posted but are not open continuous, no action is necessary.