State Personnel System

Job Candidate Program Manual

Division of Human Resource Management

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Department of Management Services

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Job Candidate Program Manual

Employment Systems

Most state jobs are in the Career Service (CS) system. The Career Service system provides uniform pay, job classification, benefits, and recruitment for the majority of non-management jobs within state agencies. Middle management and professional positions such as physicians, attorneys, bureau chiefs are included in the Selected Exempt Service (SES). The Senior Management Service (SMS) includes upper management and policy-making jobs. Employees can move between the State Personnel System agencies without any loss of state benefits.

Temporary jobs are funded by Other Personal Services (OPS) appropriations. OPS employees receive an hourly wage with limited benefits.

Non-State Personnel System agencies are state agencies in which none of their positions are part of the Career Service, Selected Exempt or Senior Management Service system and their employment procedures may differ. For example, in most cases, they may require different applications and their job titles and salaries may not be comparable to those in the State Personnel System.

Employment Search

Individual state agencies are responsible for announcing their job vacancies and making hiring decisions. Agencies accept job applications for advertised vacancies online via the People First system. In some instances, applications may be accepted on a continuous basis to meet goals and for hard-to-fill vacancies.

Locating Vacant Positions

Job vacancy information for all CS, SES and SMS positions, is available through:

- The People First Job Center at: https://jobs.myflorida.com. From this website, candidates can review vacancies, create a candidate profile, sign up to receive vacancy notices and/or apply for state job vacancies on-line.

Candidates can search the website for positions of interest based on specific job category, location, keyword, agency or any combination of these or they can simply choose to view all jobs available statewide. In addition, candidates can register and set up a simplified profile in the system by selecting from the above-mentioned options. When an announcement is posted that matches the candidate's profile, an email is generated informing the candidate of the announcement and providing a link to the posting for their review. Candidates can then review the job posting to decide if it is a position for which they would like to apply.

- Contact individual State Personnel System agencies directly for information regarding their employment opportunities.

- Contact a Career Source Florida center for job information on state employment opportunities. To locate the nearest office, check the telephone directory under “Career Source Florida” or visit: http://careersourceflorida.com/your-local-team/.
Job Search Tips

Candidates should read the job vacancy announcement carefully prior to submitting their applications. Job vacancy announcements are issued as either:

- **Internal Agency Opportunity:** This position is only available to employees currently employed by the agency, including those who have requests on file for promotion in accordance with a collective bargaining agreement; [or]

- **State Personnel System Opportunity:** This position is only available to employees who are currently employed in a State Personnel System position; [or]

- **Open Competitive Opportunity:** Applications from all candidates will be considered.

Candidates should gather specific information relating to the position they seek by reviewing the job opportunity announcement or by contacting the employing agency for a description of duties and relevant knowledge, skills, and abilities. Then use this information to assist in preparing the application, cover letter, resume and other support materials to show how their experience fits the needs of the position. If, because of a disability, a candidate requires an accommodation to participate in the application and selection process, he or she should notify the hiring authority in advance.

Applying for a Job Vacancy

When applying to vacancies on-line, candidates are required to complete the submission process for each individual job vacancy prior to 11:59 p.m. ET on the closing date indicated on the job announcement.

**People First On-Line Vacancy Submission:** Complete and save the simplified candidate profile on-line. The simplified profile is a condensed candidate profile, which gives candidates the ability to provide contact information as well as position preferences, for electronic notification of vacancies matching candidate position preferences. Once a candidate is notified of a vacancy, or finds a vacancy through the search function, the application process for the advertised vacancy can begin. At that point, candidates will be prompted to upload their resumes and any other pertinent documentation, such as documentation supporting Veterans’ Preference eligibility. Candidate profiles can be edited at any time prior to each submission and will automatically populate when applying to a specific position. After applying to one or more job vacancies, all submitted applications can be viewed from the “Job Management Page” by clicking on “Jobs Applied” in the candidate profile. A listing of all the positions to which a candidate has applied will be displayed. Candidates can view and/or print any or all of the submitted applications, although this information is also maintained online.

For assistance in completing the employment application or applying for jobs using the People First system, candidates should call the People First Service Center at 1-877-562-7287 or TTY at 1-866-221-0268.
Competing in the Selection Process

The State of Florida's employment process is decentralized with each state agency being responsible for their recruitment, selection, and hiring decisions.

The selection of candidates for employment is based on a job analysis of the position being filled and on an assessment of the specific knowledge, skills, and abilities (KSAs) necessary for the successful performance of the duties of the position.

The first step an employing agency takes in the selection process is to review candidate information which has been received to determine who is eligible to compete further in the selection process. The hiring official will compare the candidate's education, experience, and/or license or certification to the requirements of the vacant position. Only those candidates who appear, after the initial screening, to possess the required entry-level KSAs and any required certification or licensure will be considered further in the selection process.

The hiring authority then uses job-related criteria to determine those candidates who will be asked to participate in additional selection techniques such as an oral interview or a work sample exercise.

The job-related information gained during the selection process will assist the hiring official in making the final selection decision. Veterans' Preference and Affirmative Action goals are also considered by the agency in the decision-making process.

Americans with Disabilities Act, Employment Eligibility Verification, Equal Opportunity / Affirmative Action, Selective Service, Veterans' Preference

- **Americans with Disabilities Act** - If, because of a disability, a candidate requires a special accommodation to participate in the application and selection process, they should notify the hiring agency in advance.

- **Employment Eligibility Verification** - By authority of the Immigration Reform and Control Act of 1988, the State of Florida hires only United States citizens and lawfully authorized alien workers. All newly hired employees are required to possess specific documentation of employment authorization to verify eligibility to work in the United States. In addition, State Personnel System agencies use E-Verify as part of the I-9 process to verify the work eligibility of all new hires. See [E-Verify](#) for additional information.

- **Equal Opportunity Employer** - The State of Florida is an Equal Opportunity employer. This means that jobs are open to all individuals who qualify, regardless of race, religion, color, sex, age, national origin, marital status, political affiliation, or disability. Candidates who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 4075 Esplanade Way, Suite 110, Tallahassee, Florida 32399-7020.

- **Selective Service** - All males born on or after October 1, 1962, are required to register with the Selective Service or have proof of an exemption from this requirement.

- **Veterans' Preference** - **(Career Service positions only)** - In accordance with Florida Law, veterans’ preference will be given to candidates who are:

  - **Category a.** A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense. [section 295.07(1)(a), F.S.]
Category b. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in line of duty by a foreign government or power. [section 295.07(1)(b), F.S.]

Category c. A wartime veteran as defined in section 1.01(14) F.S., who has served on active duty for one day or more during a wartime period or who has served in a qualifying campaign or expedition. Active duty for training shall not qualify for eligibility under this paragraph. [section 295.07(1)(c), F.S.]

Category d. The unremarried widow or widower of a veteran who died of a service-connected disability. [section 295.07(1)(d), F.S.]

Category e. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense. [section 295.07(1)(e), F.S.]

Category f. A veteran as defined in section 1.01(14), F.S., excluding active duty for training. [section 295.07(1)(f), F.S.]

Category g. Current member of any reserve component of the United States Armed Forces or the Florida National Guard. [section 295.07(1)(g), F.S.]

To claim veterans' preference, a DD Form 214 or comparable document that includes character of service (for example, DD Form 214 Member Copy #4) and any other required supporting documentation must be furnished at the time of application. The appropriate documentation should be attached to the candidates’ submission attachments portion of their candidate profile. Once the information is attached, it will be included with every subsequent submission. If an candidate is unable to upload the document files, contact the People First Service Center at 1-877-562-7287 prior to the closing date of the requisition. In addition, candidates claiming categories a, b, d or e above must furnish supporting documentation in accordance with the provisions of Rule 55A-7, F.A.C. Wartime periods are defined in §1.01, F.S. Under Florida law, preference in appointment shall be given first to those persons in categories a and b and then to those in categories c, d, e, f and g.

If a candidate claiming Veterans’ Preference for a vacant position is not selected, they may file a complaint with the State of Florida, Department of Veterans’ Affairs, Division of Benefits and Assistance, 9500 Bay Pines Blvd., St. Petersburg, FL 33708. A complaint must be filed within 60 calendar days of the candidate receiving notice of the hiring decision made by the employing agency. If a notice is not received, candidates must contact the human resource office where the vacancy occurred prior to filing a complaint. Such contact shall occur at least one time after 45 days have passed from the final date for submitting an application or the interview date, whichever is later in time.