FRCC Informational Sheet for Candidates Seeking Employment in the Classified State Personnel System

Employment with Classified State Personnel System
The Classified State Personnel System is a merit system, which means that all appointments and promotions to jobs in the system require applicants to apply and compete against similar standards. Colorado State Government is an Equal Opportunity Employer and does not discriminate for or against any applicant based on age, race, color, religion, sex, national origin, political affiliation, or disability. All employment opportunities are open to qualified persons who are at least 16 years old (unless other age limits are required)

Why must I be a resident of Colorado to apply for the State jobs?
The Colorado Constitution, Article XII, Section 134 requires that applicants for state classified government jobs be residents of Colorado, unless the requirement is waived by the State Personnel Board. If the residency requirement has been waived for an announced vacancy it will be noted on the job announcement and applications will be considered from individuals who are not residents of Colorado.

How do I find out about jobs with the State of Colorado or State Classified positions available at FRCC?
Job vacancies are announced on the **Colorado State Government Jobs** web site: www.colorado.gov. Announcements released within the last five days may be viewed by selecting the heading **Recently Released Job Announcements**. This includes all announcements released. Identify those positions that you may be qualified for and are interested in, then read and follow the instructions in the **Submit Application To** section if you wish to apply for the job.

If you select **Promotional/Transfer Opportunities for Current Classified Employees** or **Colorado Residents** you may view the vacancies by the **Agency, Job Title, or Type of Work**. If you select **Out-of-State Residents or Part-Time/Seasonal** these job announcements will be displayed by job title.

How do I apply for a job with the State of Colorado or State Classified position available at FRCC?
Job vacancies are announced on the **Colorado State Government Jobs** website and the FRCC website. Applications are accepted only during the time period listed on the announcement. Review the job announcements and identify those that you may be qualified for and interested in. To apply for a specific job follow the instructions in the announcement section titled **Submit Application TO**. When applying for a job carefully follow the instructions. Submitting an application to the wrong location or not providing all the required materials may result in not being considered for the job.

What happens after I apply for a job?
Application Review: All applications submitted in response to the job announcement are reviewed to identify the applicants who meet the minimum requirements for the job. Applicants who do not meet the minimum requirements are notified by mail. Applicants who meet the minimum qualifications will continue on to the examination process.

Examination Process: The state personnel system as defined by the Colorado Constitution required that all jobs within the classified system are filled through competitive tests for merit and fitness. The number and types of examinations will depend on the position being filled as well as the number of

qualified applicants. The top **three** candidates will be identified via the examination process and then referred to the supervisor of the vacant position for interview.

- Federal regulations require that FRCC retain all documents submitted by applicants. Materials will not be returned or copied for applicants.
- When applying for any other position at FRCC, a separate, completed application must be submitted.

General Information about applications & State/Federal Policies:

- When applying for a state job carefully follow the instructions on the announcement. Submitting an application to the wrong location may result in not being considered for the job.

- It is the responsibility of the applicant to maintain a current mailing address.

- Colorado state law requires that the top three scoring individuals should be referred for a job interview. Any of the top three persons interviewed may be hired.

- Colorado complies with the **Americans with Disabilities Act** to provide accommodations for persons with disabilities.

- If you are appointed to a permanent position, you will serve a probationary or trial service period, not to exceed one year. This is the final part of the selection process and performance on the job is reviewed carefully. Upon satisfactory completion of this probationary or trial period, you will receive "certified" status.

- **Veteran's Preference** points are added to <u>final passing scores</u> only on open-competitive examinations for eligible veterans and unremarried spouses of qualified veterans. The job application contains information on how to qualify for and receive veteran's preference points.

Conditions of Employment for FRCC:

- All candidates who are extended an offer of employment must complete and pass a background check.

- The State of Colorado must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents within 3 days of hire to verify identity and authorization to work in the United States.

- For positions requiring a degree, candidates **must** provide official transcripts within 30 days of hire.

- State vehicles will not be provided for travel and auto insurance will be your responsibility unless indicated in job description.

- All regular positions allocated on the staffing pattern will be on a monthly pay cycle and paid on the last business day of the month. Employees starting on the 1st of a month will be paid at the end of that month. Employee's stating after the 1st of the month will need to contact HR regarding payroll schedule.

- All Employees are required to have direct deposit of their paycheck. Employees may use a checking or savings account, and/or have their check split between accounts.

- Per IRS Publication 15, Circular E, we are required to correctly record an employee's name and social security number as shown on their social security card. Agencies will be penalized for recording incorrect information. Therefore, each agency must have a copy of the employee's social security card at the time of hire.