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Commonwealth Career Connections

Kentucky Personnel Cabinet

About the Publication:

This publication is designed to provide public and private colleges, universities and career and technical schools with information related to state government recruitment and employment. It is just one of many resources we offer through the Division of Career Opportunities (DCO). You can access additional information about employment with the Commonwealth of Kentucky at our website, www.personnel.ky.gov.

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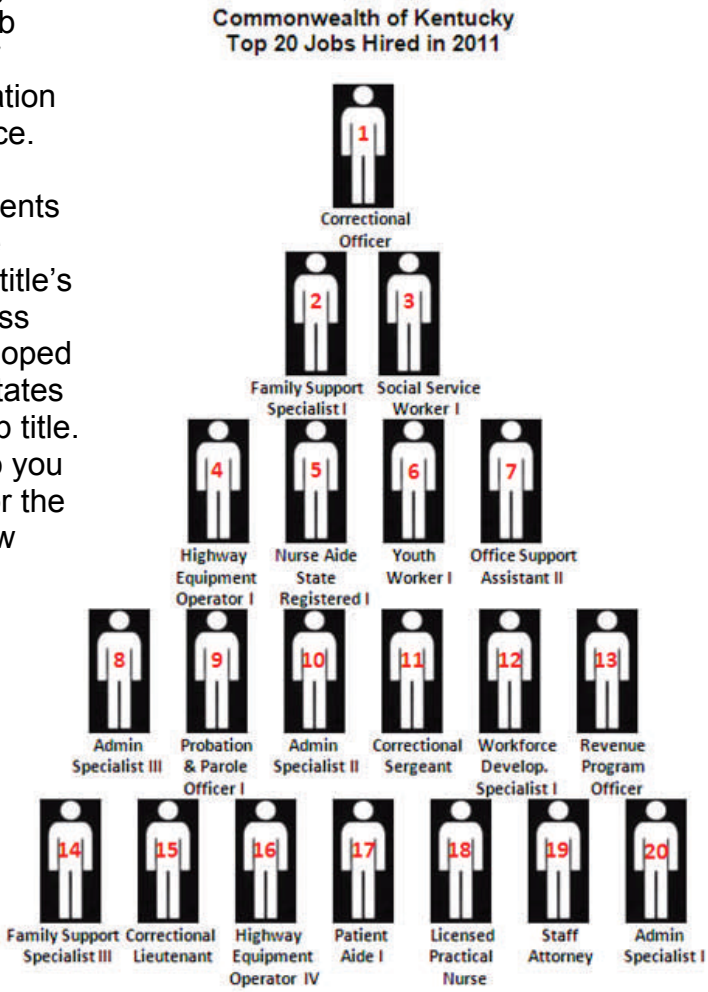
Top Jobs Hired in 2011

The Commonwealth of Kentucky has over 1300 job titles. Most job titles with the Commonwealth of Kentucky require some combination of education and work experience.

You can find the exact requirements for the job title for which you are interested by looking at that job title's job/class specification. A job/class specification is a standard developed by the Personnel Cabinet that states various information about the job title. Every specification is unique, so you must consult the specification for the title you are interested in to know exactly what the minimum requirements are for that job.

State government offers a wide array of opportunities for you to make a difference and grow in your career. The diverse job titles present unique opportunities for individuals with varying interests, experience and education. ■



What is the Career Opportunities System (COS)?

COS is the Personnel Cabinet's on-line recruitment system that allows applicants to search and apply for merit job openings within state government.

Did You Know?

The Commonwealth of Kentucky is the largest employer in the state!

Guidelines for Completing a COS Application

Searching and applying for jobs can be time consuming and requires persistence and patience. When seeking employment with the Commonwealth of Kentucky, it is critical to properly complete the Career Opportunities System (COS) application. The Personnel Cabinet utilizes COS for state job application submission and self-nomination to job postings.

Proper completion of the application is vital to ensure applicants receive the most benefit from documented work experience and education.

A well-written, detailed application will allow agency hiring managers to better understand an applicant's skills and experience and enable Personnel Cabinet analysts to more readily determine an applicant's qualifications for a specific job classification.

The following is a list of guidelines and recommendations for a professional and effective COS application.

- Use one email address per applicant; do not share email accounts with other COS users.
- Keep a record of COS password.
- Thoroughly read all directions on the application and view the COS Applicant Tutorial.
- Comprehensively complete the application form. Resumes are not considered official documents and cannot be submitted in place of completing the application work history fields.
- Be truthful on the application; it is a legally binding document.
- Begin employment history with the oldest position and end with the most recent position.
- Use proper capitalization, grammar, punctuation and spelling.
- Include the average hours per week worked for each job (required field).
- Provide the month, day and year in all date fields to allow the application to be saved.
- Describe job duties and work history in detail. Credit for work experience is only granted if it is documented on the application.
- Include volunteer work in charitable organizations as well as leadership roles in clubs or other student activities. The lack of compensation for performing work does not detract from the experience gained.
- Proofread the application for errors and typos before applying to vacancies.
- Carefully read the minimum requirements for a job prior to applying. Applicants must meet minimum requirements to be considered.

Similar to a resume, the application is used to make a positive impression on a prospective employer, encourage an interview and land a job. Applicants should dedicate sufficient time and effort to produce a first class profile of accomplishments in order to maximize opportunities for success.

For general questions regarding the COS application process, please contact the DCO at 502-564-8030 or the COS Help Desk at coshelp@ky.gov for technical assistance. ■

Access COS Here

Types of COS Job Postings

Applicants may complete an application and self-nominate (apply) to state government job vacancies via the Commonwealth of Kentucky's Career Opportunities System (COS) website. COS features several different types of job postings. The most common job posting type is a *10-day posting* but there are several other types available to applicants.

The following information provides a definition and explanation of the various types of job postings available in COS.

Immediate Fill, 10-Day, FFTL, GFTL, Co-op/Intern and Interim Postings

An ***Immediate Fill*** posting represents a job classification title that is continuously advertised in anticipation of a future vacancy. Some agencies have a consistent and/or critical need for these types of jobs. Applications are accepted at all times, regardless of whether an actual vacancy exists. When a hiring agency notifies the Personnel Cabinet of a vacancy for an Immediate Fill title, the approved applicants with the county choice (designated on the application) matching the vacancy location are referred to the hiring agency for potential interview consideration.

A regular or ***10-Day*** posting is a job vacancy announcement which, as its name indicates, is posted on COS for a minimum of 10 calendar days. These postings can be further designated into two distinct categories. A *promotional* vacancy is only open to current state (or merit) employees; external candidates may not apply. Secondly, a *competitive* vacancy is open to all candidates; anyone who meets minimum requirements may apply to a competitive job posting.

Federally Funded Time-Limited or ***FFTL*** positions are funded 100% by a federal grant or grants. An FFTL position may be posted on COS and the hiring agency may obtain a register with candidates who have submitted an application. However, any candidate who meets the minimum requirements may be appointed and is not required to be on a register.

Grant Funded Time-Limited or ***GFTL*** positions are similar to FFTL positions, with the central distinction being a difference from where the funds are obtained and the means by which they are obtained (grants versus regular government dispersion). Also, GFTL positions are limited for use by the Department of Fish and Wildlife Resources, whereas FFTL positions may be used by any agency.

An ***Interim*** vacancy, or temporary position, lasts less than 9 months. This type of employment opportunity may exist throughout the state and can be advertised at anytime. Typically, these positions become available in spring and summer primarily in state parks. Interim positions may be posted in COS. However, unlike merit positions, posting Interim positions in COS is not a requirement. Applicants may apply directly with an office or agency when looking for an Interim position.

A ***Co-op/Intern*** posting represents a position within the Kentucky Co-op/Intern Student Program. With this program, students can be placed as an interim employee in their field of study and have the opportunity to learn how the workplace operates. Students must complete an application and apply to Co-op/Intern positions via COS. Upon receipt of the application, students are notified to submit appropriate documentation to the Personnel Cabinet. ■

Career Spotlight

Explore a job within one of our state agencies

Justice and Public Safety Cabinet
Department of Corrections
Division of Probation and Parole

Are you looking for a career that offers job security and advancement?

The Commonwealth of Kentucky's Career Opportunities System (COS) website is the perfect place to begin your career path with many featured jobs, including Probation and Parole Officer I.

The Division of Probation and Parole is committed to enhancing public safety and promoting offender reintegration in the community through proactive supervision and referral to community-based resources. The Probation and Parole Officer I supervise, counsel and direct persons on probation or parole. The minimum requirements for this position are a bachelor's degree from an accredited college or university as well as candidates must be at least 21 years of age. Opportunities for this position are located throughout the state.

Do you want to be part of an agency that is committed to public safety and dedicated to protecting the people of the Commonwealth?

Meet Jamie Brumley, who has been a Probation and Parole Officer I for over a year. Jamie started her career as a Probation and Parole Investigator over five years ago before transitioning into a Probation and Parole Officer. Jamie has a bachelor's degree in Criminal Justice from Eastern Kentucky University.

"A typical day involves meeting with clients, developing and implementing case plans, completing investigative work, and very often, attending court. The most interesting part of this job for me is the fact that every day is different. Being an officer requires attention to many different aspects and levels of supervision so that each day offers something new. The most satisfying aspect is being able to promote change, betterment of life and increased productivity within society." ■

Interview Tips from Hiring Managers

The interview process can be stressful, especially for recent college graduates with limited familiarity of the job market. With research, job interviews can be a rewarding and successful experience. The Personnel Cabinet polled various hiring managers within the state agencies for input on positive and negative characteristics applicants may display during the hiring process. Take time to review these suggestions and with proper preparation applicants should be on the fast track to interviewing success.

Five things a hiring manager may look for in an interview:

- Applicants are appropriately dressed and present themselves in a professional manner. Clothing should be clean, pressed and well-fitting.
- Applicants make eye contact with each member of the interview panel. They express themselves clearly with a strong voice, good diction and proper grammar.
- Applicants are prompt and prepared for the interview. Applicants have taken initiative to research the agency's website to understand the agency's mission and vision as well as the job for which they are applying.
- Applicants are familiar with structured behavioral questions. They have made an effort to anticipate potential interview questions and plan a well thought-out, relevant response. For instance, applicants are prepared to give examples of a time they dealt with a difficult situation, an initiative they spearheaded that was successful and a lesson learned.
- Applicants recognize the importance of organization and presentation of interview materials. Requested documents such as resumes, project work and references are neat and orderly.

Five things an applicant should refrain from in an interview:

- Speak negatively about former colleagues, supervisors or employers.
- Use slang, profanity or language that would be considered derogatory or offensive.
- Distort the truth, which includes lying by omission or claiming credit for others' work.
- Chew gum, eat or slouch during the interview.
- Provide unsolicited information on subjects such as marital status, children, religion or political views. Responses should be related to the education, experience and abilities the applicant brings to the position for which they are interviewing. ■

"You can't connect the dots looking forward; you can only connect them looking backwards. So you have to trust that the dots will somehow connect in your future. You have to trust in something - your gut, destiny, life, karma, whatever."

- Steve Jobs

Please share your comments and suggestions here.

Immediate Assistance

- by phone

(502) 564-8030

- by email

coshelp@ky.gov

Regular business hours:
Monday - Friday
8 a.m. to 4:30 p.m. EST
(except for state holidays)

Directions to the State Office Building can be found at our website:
Personnel.ky.gov

Applicant Services and You

The Personnel Cabinet's Division of Career Opportunities (DCO) Applicant Services Branch offers a variety of assistance to individuals seeking employment with the Commonwealth of Kentucky.

DCO Applicant Services provides a computer lab for job seekers who need assistance or do not have access to a computer to submit their applications through the Career Opportunities System (COS). An Applicant Services staff member can offer guidance to ensure the COS account is properly established and the application is correctly completed.

If you have questions regarding the application or employment process, Applicant Services staff members are available to provide assistance. Applicants can receive immediate assistance by contacting (502) 564-8030.

The lab is located on the first floor of the Kentucky State Office Building, 501 High Street, Frankfort, Kentucky. Check in with the security desk upon arrival.

Regular business hours are Monday through Friday 8 a.m. to 4:30 p.m. EST (except for state holidays)

The COS Help Desk is an on-line service available to provide technical and user support information to applicants who request application assistance when completing the COS application. Applicants may contact the help desk by emailing coshelp@ky.gov. Inquiries during business hours will receive prompt responses.

Applicant Services is located on the first floor of the Kentucky State Office Building, 501 High Street, Frankfort, Kentucky.

Individuals who previously submitted a paper application to the Personnel Cabinet prior to the implementation of COS, November 2007, may contact the Applicant Services Branch and request copies of previously submitted applications. After signing and returning a Release of Information form, the former applications will be sent to the applicant.■

The Commonwealth of Kentucky does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, gender identity, veteran status, disability, genetic information or political affiliation in accordance with state and federal laws.