

State Personnel System



Job Candidate Program Manual

Division of State Human Resource Management

Revised May 10, 2022

JOB CANDIDATE PROGRAM MANUAL

INTRODUCTION

Employees with the State of Florida fall into a variety of different and autonomous personnel systems each with their own set of rules and regulations, collective bargaining provisions, and wage and benefit packages. This program manual provides information regarding the recruitment process and practices of the State Personnel System (SPS) which is the largest employer of six primary personnel systems in Florida's state government (excluding the 12 state universities, the Justice Administration System, the State Courts System, the Florida Legislature and the Florida Lottery).

We believe our workforce is our most valuable asset and want to encourage potential candidates to use this manual as an educational resource for identifying and applying for diverse and interesting job opportunities with the State of Florida.

EMPLOYMENT SYSTEMS

The **State Personnel System** is the employment system comprised of the positions within the Career Service (CS), Selected Exempt Service (SES), and Senior Management Service systems. Most state jobs are in the CS System which 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, and bureau chiefs are included in the SES System. The SMS includes upper management and policy-making jobs. Employees can move between the SPS agencies without any loss of state benefits.

Other Personal Services (OPS) employment consists of temporary positions used solely for accomplishing short-term or intermittent tasks and positions are funded by OPS appropriations. Most OPS employees receive an hourly wage with limited benefits where specifically provided by section [110.131, Florida Statutes \(F.S.\)](#) and [Rule 60L-33.005, Florida Administrative Code \(F.A.C.\)](#).

There are other state government employers that do not have any positions that are part of the SPS. Although some of these agencies also use the People First (PF) system to advertise vacancies and review candidate profiles, their employment procedures may differ. For example, they may require supplemental applications and their job titles and salaries may not be comparable to those in the SPS.

EMPLOYMENT SEARCH

Recruiting efforts and hiring decisions are carried out in the sound discretion of each agency's head as stated in section [110.211 F.S.](#) Agencies use the PF system to announce job vacancies and accept job applications (known as Candidate Profiles in the system). In some instances, agencies might use additional media platforms to share their announcements to reach a larger talent pool, however, regardless of the media platform used to search for state job vacancies, candidate profiles must be submitted through the PF system.

Furthermore, some job positions may be considered difficult to fill so agencies might readvertise the position or advertise it as a "pool" requisition which allow agencies to fill more than one position within the same hiring package.

LOCATING VACANT POSITIONS

Job vacancy information for all CS, SES, and SMS positions, is available through the [PF Job Center](#). From this website, candidates can review vacancies, create a candidate profile, sign up to receive vacancy notices, and/or apply for state job positions online.

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 candidate 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.

Candidates can contact the People First Service Center at 1-877-562-7287, for information regarding their employment opportunities or a [CareerSource Florida](#) center for job information on state employment opportunities.

JOB SEARCH TIPS

Candidates should read the job vacancy announcement carefully prior to submitting their candidate profiles. 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 an SPS position; [or]
- **Open Competitive Opportunity:** Candidate profiles from all applicants will be considered.

Candidates should gather specific information relating to the position they seek by reviewing the job announcement or by contacting the employing agency for a description of duties and relevant knowledge, skills, and abilities (KSAs). They may then use this information to assist in preparing the candidate profile, cover letter, resume, and other supporting 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

Candidates are required to complete the online submission process for each individual job vacancy prior to 11:59 p.m. Eastern Time on the closing date indicated on the job announcement.

People First Online Vacancy Submission: The candidate should complete and save the simplified candidate profile online. 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 submissions 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 their submissions, although this information is also maintained online.

For assistance in completing the candidate profile or applying for jobs using the PF system, candidates should call the PF 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 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 authority 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 / FLORIDA CIVIL RIGHTS ACT, SELECTIVE SERVICE, VETERANS' PREFERENCE

- **Americans with Disabilities Act:** If, because of a disability, a candidate requires a reasonable accommodation to participate in the 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, SPS

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, disability, or genetic information. Candidates who believe they have been discriminated against may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) by mail or in person at the nearest EEOC office. An Individual may find the closest EEOC office by calling the EEOC at 1-800-669-4000, or by going to the EEOC's [Field Office List and Jurisdiction Map](#)
- **Florida Civil Rights Act:** Pursuant to Chapter 760, F.S., the law established the Florida Commission on Human Relations to handle charges of discrimination based on race, color, religion, sex, pregnancy, national origin, age, disability, or marital status. Furthermore, pursuant to section 110.105, F.S., it is the policy of the State that all appointments, terminations, assignments, and maintenance of status, compensation, privileges, and other terms and conditions of employment in state government shall be made without regards to age, sex, race, color, religion, national origin, political affiliation, marital status, or disability, unless a specific requirement constitutes a bona fide occupational qualification. 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 Chapter 295, F.S., 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.]

Additionally, effective July 1, 2021, an agency, at its discretion, may waive a postsecondary educational requirement for a position of employment for a current member of any reserve component of the United States Armed Forces or the Florida National Guard or a veteran who has been honorably discharged if the person is otherwise qualified for the position.

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 applying. 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 a candidate is unable to upload the document files, contact the PF 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, by email to VeteransPreference@fdva.state.fl.us, or mailed to:

Florida Department of Veterans' Affairs
Attn: Veterans' Preference Coordinator
11351 Ulmerton Road, Suite 311
Largo, Florida 33778-1630

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 a candidate profile or the interview date, whichever is later in time.

For additional resources, job candidates may refer to the "[For Candidates](#)" section of the PF website.