



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: All State Agency, Board and Commission Directors, and Human Resource Managers

FROM: 
Kay Barnhill Terry, State Personnel Administrator
Office of Personnel Management

SUBJECT: Job Advertising

DATE: July 16, 2015

I want to bring to your attention the following change that is effective Monday, July 20, 2015.

Job Advertising

All positions, regardless of their FLSA status, shall be advertised for a minimum of five (5) business days before being filled. An agency is not precluded from advertising a position longer than five (5) business days.

Position vacancies on the Career Service Pay Plan must be advertised within the agency and on the Arkansas State Jobs website (<http://www.arstatejobs.com>).

Position vacancies that are on the Professional and Executive Pay Plan, unclassified, extra-help, or have been approved for an emergency hire by the State Personnel Administrator of the Office of Personnel Management are NOT required to be advertised. If a state agency chooses to advertise one of these positions, the state agency may use the Arkansas State Jobs website. (<http://www.arstatejobs.com>).

If you have any questions please contact your personnel analyst.