



### **STATE CLASSIFIED EMPLOYMENT GUIDE APPLYING FOR STATE EMPLOYMENT**

- You must be a resident of the State of Colorado to apply for a state classified position.
- Job announcements are posted on the state website at: [www.colorado.gov/jobs](http://www.colorado.gov/jobs)
- Specific job announcements for the University of Northern Colorado are posted in the Human Resources Office or on the UNC website which links to the state website: <http://www.unco.edu/human-resources/state-classified-staff.aspx>
- A State of Colorado Application for Announced Vacancies and Demographic Information form must be submitted for each state classified position. These forms can also be found on the websites.

#### **APPLICATION PROCESS**

- Applications are reviewed for Colorado residency and minimum qualifications of education and/or experience required for each position. Skills-based hiring is used for specific positions per State of Colorado and will be indicated as such on the posting.
- A competitive test for merit and fitness is required for all state jobs. The type of exam will depend on the position being filled as well as the number of qualified applicants.
- The top six candidates will be identified via the exam process and will be referred to the supervisor of the vacant position for interview.
- The supervisor of the vacant position will interview the candidates and make the final hiring decision and make job offer. You may be asked to provide additional information at the time of the interview. Depending on the type of work performed on the job, a job offer may be contingent on the results of a criminal background check, physical examination and/or drug test.



## STATE CLASSIFIED OCCUPATIONAL GROUPS

### ADMINISTRATIVE SUPPORT

Administrative Assistants – Clerical

### ENFORCEMENT & PROTECTIVE SERVICES

Police Officers - Investigators

### PHYSICAL SCIENCE & ENGINEERING

Engineers – Architects - Analysts

### HEALTH CARE SERVICES

Nurses – Health Care Professionals

### LABOR, TRADES & CRAFTS

Electrical/Plumbing/HVAC Trades  
Custodial – Grounds – Food  
Service

### PROFESSIONAL SERVICES

Information Technology  
Computer Operations - Managers -  
Accounting - Budget

## INSURANCE BENEFITS

- Medical Insurance
- Dental Insurance
- Free Basic Vision
- Free Basic Life Insurance
- PERA Retirement

## OTHER BENEFITS

- Vacation/Sick/Holiday Leave
- Employee Tuition Grants at UNC – Aims – CSU
- Library Materials
- Campus Recreation Center
- CCU - College Credit Union
- Colorado Credit Union – Colorado State Employees Credit Union
- Professional Development Training
- Internet Access
- Employee Assistance Program (Counseling)
- Rocky Mountain Cancer Rehab Center
- Parking Permits
- UNC Card Benefits