

2019 POSTING CYCLE FOR CLERKS: PHOENIX

<u>OPEN</u>	<u>CLOSE</u>	<u>AWARD</u>
01/19/19	01/28/19	02/07/19
02/16/19	02/25/19	03/07/19
03/16/19	03/25/19	04/04/19
04/13/19	04/22/19	05/02/19
05/11/19	05/20/19	05/30/19
06/08/19	06/17/19	06/27/19
07/06/19	07/15/19	07/25/19
08/03/19	08/12/19	08/22/19
08/31/19	09/09/19	09/19/19
09/28/19	10/07/19	10/17/19
10/26/19	11/04/19	11/14/19
11/23/19	12/02/19	12/12/19
12/21/19	12/30/19	01/09/20

In order to CHANGE, POST or PULL jobs, the Phoenix Bid Cluster Team must be informed of your request NO LATER THAN THE DATE INDICATED ABOVE:

CHANGE a position: The JBM office must be informed No later than DAY 1 of the PAY PERIOD PRIOR to the effective date of the change.

POST a position: No later than DAY 1 of the PAY PERIOD PRIOR to the OPENING date of the posting; the JBM office must be informed of ALL jobs proposed for the next posting.

PULL a position: No later than DAY 7 of the PAY PERIOD in which the posting CLOSES; the JBM office must be informed of AND provided with supporting documentation pertaining to ALL jobs that need to be PULLED from the posting.