



Department of Human Resources

City of Baton Rouge
Parish of East Baton Rouge

1755 Florida Street
P. O. Box 1471
Baton Rouge, Louisiana 70821
225-389-3129

Brian K. Bernard, MPA, PHR, SHRM-CP
Director

MEMORANDUM

DATE: September 18, 2018
TO: City-Parish Job Applicants
FROM: Brian K. Bernard, MPA, PHR, SHRM-CP, Human Resources Director *BKB*
SUBJECT: **APPLICATION EXPIRATION DATE AND TRANSITION TO ONLINE APPLICATIONS**

The Department of Human Resources is transitioning to a new human resources/payroll system effective October 1, 2018. This new system, Munis by Tyler Technologies, includes the ability to apply online for jobs. Therefore, with this transition, **the Department of Human Resources will no longer accept paper applications and all paper applications will expire on September 30, 2018.**

To aid you in preparing for the new Munis application process, brief instructional videos and manuals are located at www.brla.gov/howtoapply. Additionally, you have early access to build your online employment application from September 20 – October 4, 2018 by visiting www.brla.gov/jobs. The online employment application you create during this “early access period” will be saved as your Applicant Profile and can be used to apply for future jobs. The videos and manuals will guide you on setting up your application. Please note City-Parish job openings will resume on October 5, 2018. We will continue to post new employment opportunities every Friday at 12 noon.

Munis Application Process Starting October 5, 2018

- Apply online for positions by visiting www.brla.gov/jobs.
 - An email address is required to create an Applicant Profile (online application) to apply for jobs. Once created, your Applicant Profile is saved to your account for future use.
- Apply for every interested position(s). Applications will no longer remain active past the job opening deadline.
 - Please read the Application Instructions and view each position’s job announcement to determine if you meet the minimum requirements and selective certification (if applicable) before applying.
- Attach educational documents, certifications, licenses, etc. to your online application. Your application and attachments must be received by the job opening deadline.

Written Exams

- There are no changes to the written exam process. On test days, the Recruitment & Examination Division will review your online application to determine if you qualify for the position.
- Applications must be completed prior to test check-in.
- Driver’s license and proof of Social Security Number is required for admittance to the test room.
- You are not required to re-take written exams if you have previously received a valid passing score.

If you have any questions regarding the online application process, please call the Recruitment and Examination Division at 225.389.3132.