



DEPARTMENT OF ADMINISTRATIVE SERVICES

Human Resource Services Division

APPLICANT CERTIFICATION USER MANUAL

Updated October, 2004

- **INSTRUCTIONS**
(How to use this on-line manual)
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RECRUITMENT MANUAL INSTRUCTIONS

- Links have been placed throughout the manual for easy access. The links appear in blue (■). Click on the link to go directly to that topic. Click the blue bar in the left margin to view the related APPL/CERT.

NOTE: The **blue** shown in screen examples are not links.

- Topics listed in the **Table of Contents** are all links.
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DAS DATA ENTRY

APPL/CERT USER MANUAL

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ANNOUNCEMENT SCREEN



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JANI/JANU ANNOUNCEMENT SCREEN

INTRODUCTION

The announcement file is used to track and maintain recruiting announcements and includes information such as:

- **Classification and Announcement Numbers**
- **Classification and Working Titles**
- **Recruitment Type (OC, AP, SW)**
- **Agency Number**
- **Open and Close Dates**
- **Adopt Date**
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APPLICANT/CERTIFICATION USER MANUAL

JANI SCREEN DISPLAY

JANI RECRUIT TYP:
ACTION CODE: RANDOM LIST ALLOWED?: FROZEN:
CLASS #: FROM CLASS #: TO CLASS #:
ANCMT #: FROM ANCMT #: TO ANCMT #:
CLASS TITLE: AGENCY: LOCATION:
WORKING TITLE: ELIG PERIOD:
OPEN DT: CLOSE DT: ADOPTED DT: RENEW PERIOD:
*** EXAMINATION INFORMATION *** RETEST
TYPE WGT DLG EXAM# PROFICIENCY LEVELS/SKILL CODES MOS
WRN: % / , / , / , / , / , /
WRN: % / , / , / , / , / , /
WRN: % / , / , / , / , / , / , /

E - T: % / , / , / , / , / , /
EXAM TECH: QUESTIONS:
INT: % / , / , / , / , / , /
PMR: % / , / , / , / , / , /
OTH: % / , / , / , / , / , /

MIN PCT: ASN AF AM HSP NA/AN FEM POC
SKILLS REQUIRED: FINAL SCORE TYPE: TOTAL APPLICANTS:
NOTICE DATE: NOTICE CODE: CAPTURE DATE:
CANCEL DATE: CANCEL TYPE: LAST EFFECTIVE DATE:
ACCEPTED: REJECTED: TOTAL ACTIVE:

JANI Announcement Screen Definitions

This section describes each field of JANI. For instructions on specific data entry needs, refer to the section that covers that subject matter.

NOTE: The number shown in brackets at the right of each 'Comments' section indicates the maximum number of characters for that field.

Field No.	Field Name	Comments
1	JANI (Access Field) [16]	Field used to identify the announcement for which inquiries and updates will be keyed.
2	RECRUIT TYP [2]	Identifies the recruitment type when announcement is issued with an LE announcement number. Acceptable Codes: AP = Agency Promotion SW = Statewide Promotion OC = Open Competitive
3	ACTION CODE [1]	Identifies the type of transaction. Acceptable Codes: C = Correct the class or announcement number D = Delete an announcement M = Merge two announcements N = New announcement R = Restore a deleted announcement U = Update an announcement
4	RANDOM LIST ALLOWED?	Identifies if the applicant list is approved for random certification. Acceptable Codes: N = Not approved for random certification Y = Approved for random certification
5	FROZEN [1]	Identifies if the announcement has been frozen. Acceptable Codes: 0 = Not frozen 1 = No longer used
6	CLASS # (Class Number) [6]	Computer assigned based on what was keyed in field 1. If action code 'C' or 'M' is used, this field may be changed through terminal update by DAS Data Entry only.
7	FROM CLASS # (From Class Number) [6]	Computer assigned to identify the original class number when: <ul style="list-style-type: none"> • a class is corrected, • one list is merged with another list, or • a list is augmented. If action code 'C' or 'M' is used, this field may be changed through terminal update by DAS Data Entry only.
8	TO CLASS # (To Class Number) [6]	Computer assigned to identify the new class number when: <ul style="list-style-type: none"> • a class is corrected, • one list is merged with another list, or • a list is augmented. If action code 'C' or 'M' is used, this field may be changed through terminal update by DAS Data Entry only.

Field No.	Field Name	Comments
9	ANCMT # (Announcement Number) [9]	Computer assigned based on what was keyed in field 1. If action code 'C' or 'M' is used, this field may be changed through terminal update by DAS Data Entry only.
10	FROM ANCMT # (From Announcement Number) [9]	Computer assigned to identify the original announcement number when: <ul style="list-style-type: none"> • an announcement number is corrected, • one list is merged with another list, or • a list is augmented. If action code 'C' or 'M' is used, the field may be changed by terminal update by DAS Data Entry only.
11	TO ANCMT # (To Announcement Number) [9]	Computer assigned to identify the new announcement number when: <ul style="list-style-type: none"> • an announcement number is corrected, • one list is merged with another list, or • a list is augmented. If action code 'C' or 'M' is used, the field may be changed by terminal update by DAS Data Entry only.
12	CLASS TITLE [21]	Computer assigned
13	AGENCY [5]	Identifies the agency for which the announcement is developed. If left blank (such as when an announcement crosses agency lines), the system will assign "00000" .
14	LOCATION [13]	The geographic location of the position for which the recruitment is issued.
15	WORKING TITLE [32]	An optional working title used for specific position(s) within the classification.
16	ELIG PERIOD (Eligibility Period) [2]	The number of months an applicant may remain eligible on the list without reapplying. For IW739999 (Injured Worker List) this will auto default to 36 months.
17	OPEN DT (Open Date) [6]	The date this announcement opened.
18	CLOSE DT (Close Date) [6]	The date this announcement closed. This field is blank for announcements that are "open until further notice".
19	ADOPTED DT (Adopted Date) [6]	The date the list is established and becomes available for certification.
20	RENEW PERIOD [2]	The number of months an applicant can remain active without renewing availability. For IW739999 (Injured Worker List) this will auto default to 36 months.

NOTE: For fields 21 – 25 the type of test being used determines which line to key on. Use the following guideline:

WRN: = When using a written test (paper and pencil, classroom setting)
WRN: = For a second written test being used at same time
WRN: = For a third written test being used at same time
E-T: = When using a Training & Experience test
INT: = When the test is by an Interview Panel
PMR: = When testing with a Promotional Merit Rating
OTH: = When using another type of test - **or** for QLF (qualified)

Field No.	Field Name	Comments
21	WGT (Weight) [3]	The percentage each test counts toward the final score. Total percentages must equal 100%.
22	DLG (Delegated) [1]	Identifies whether the announcement was developed by the agency or by DAS Recruitment Services. Acceptable Codes: Delegated = Y Non Delegated = Leave Blank
23	EXAM # (Examination Number) [5]	Identifies the test number.
24	PROFICIENCY LEVEL/SKILL CODES	No longer used.
25	RETEST MOS (Retest Months) [2]	The number of months an applicant must wait before they are allowed to retest or reapply.
26	EXAM TECH [3]	Identifies the person assigned to this announcement.
27	QUESTIONS [2]	Identifies the number of questions on the test.
28	ASN AF AM American HSP NA/AN FEM POC	All 6 of the “number 28” fields are applicable only for classes using random certification. Identifies the minimum percent established for: a. individual ethnic groups (ASN, AF AM, HSP, NA/AN), b. all ethnic groups combined (POC), and c. females (FEM). These fields are updated by DAS Recruitment staff only .
29	SKILLS REQUIRED [1]	Identifies whether certain skills are required of the applicant in order to be eligible for recruitment. Acceptable Codes: Yes = Y No = leave blank
30	FINAL SCORE TYPE [1]	Identifies the type of scoring used on the test. Acceptable Codes: N = Numeric (70 – 110 or ELM) Q = Qualified (QLF) S = Skilled (SKL) = Leave blank
31	TOTAL APPLICANTS [7]	Computer assigned. Identifies the total number of applications (rejects and accepts) that have been entered onto JAPI for the announcement. NOTE: On augmented lists, this field is ‘refreshed’ to include the new applicants as well as the applicants who had applied to the previous announcement. Expired applicants who have been purged from the system may not be included in the count.
32	NOTICE DATE [6]	The date batch notices are requested.

Field No.	Field Name	Comments
-----------	------------	----------

33	NOTICE CODE [4]	Identifies the type of batch notices requested. This code appears on the notice and identifies the appropriate form letter to be mailed. Acceptable Codes: 210B = Generates notices for all active applicants 210C = Generates notices for all active applicants 210D = Generates notices for all active applicants 210X = Generates notices for all active applicants 210Y = Generates notices for all applicants including inactives and wrong addresses 210Z = Generates notices for all applicants including inactives, but <u>not</u> including wrong addresses.
34	CAPTURE DATE [6]	Computer assigned. The date the announcement is added to JANI. Acceptable format: MMDDYY
35	CANCEL DATE [6]	The date the announcement is cancelled. Acceptable format: MMDDYY
36	CANCEL TYPE [1]	Identifies the type of cancellation. Acceptable Codes: A = Announcement is cancelled prior to entering applications into JAPI (cancel announcement). L = Announcement is cancelled after applications have been entered into JAPI (cancel list).
37	LAST EFFECTIVE DATE [6]	Computer assigned to identify the date the announcement is: a. initially entered into JANI, or b. updated. Acceptable format: MMDDYY
38	ACCEPTED	Identifies the total number of accepted applications entered on this applicant list.
39	REJECTED	Identifies the total number of rejected applications entered on this applicant list.
40	TOTAL ACTIVE	Identifies the total number of applicant records that are currently active on this applicant list.

◆◆ END ◆◆

JANI

Display by Class and Announcement Number

- Step 1 Clear screen
- Step 2 Key: JANI
<ENTER>
- Step 3 Key 'l' over the 'l'
(or press tab)
- Step 4 Key: class number
 asterisk (*)
 comma
 announcement number
- Example:** C0103*,LE950682A
<ENTER>

... END ...

JANI Display by Class Number

- Step 1 Clear screen

- Step 2 Key: JANI
 <ENTER>

- Step 3 Key 'I' over the 'I'
 (or press tab)

- Step 4 Key the class number
 <ENTER>

If only one announcement has been set up for this class, it will be displayed.

However, if more than one announcement has been set up, all announcements will be listed and preceded by a question mark (?).

To Display ONE Announcement from a MULTIPLE List:

- a) If all announcements are listed on one page (screen), **'JANI'** will appear in the top left corner of the screen. If 'JANI' appears, move cursor to the desired announcement number, space out the question mark (?),
<ENTER>
The announcement selected will now be displayed.

- b) When multiple pages (screens) are displayed, **'P/N'** will appear in the top left corner of the screen on all pages except the last page.
To display a specific announcement if P/N appears:
 - 1. Press HOME,
 - 2. Key 'JANI',
 - 3. Move cursor under the question mark (?) next to the desired announcement, press the space bar to remove the question mark,
<ENTER>The announcement selected will now be displayed.

. . . END . . .

JANI Display by Announcement Number

- Step 1 Clear screen
- Step 2 Key: JANI
 <ENTER>
- Step 3 Key "I" over the 'I' (or press tab)
- Step 4 Key the announcement number
 <ENTER>

If only one announcement has been set up for this class, it will be displayed.

However, If more than one announcement has been set up, all announcements will be listed and preceded by a question mark (?).

To display ONE Announcement from a MULTIPLE List:

- a) If all announcements are listed on one page (screen), **'JANI'** will appear in the top left corner of the screen. If 'JANI' appears, move cursor to the desired announcement number, space out the question mark (?),
<ENTER>
The announcement selected will now be displayed.
- c) When multiple pages (screens) are displayed, **'P/N'** will appear in the top left corner of the screen on all pages except the last page.
To display a specific announcement if P/N appears::
 1. Press HOME
 2. Key: JANI
 3. Move cursor under the question mark (?) next to the desired announcement, press the space bar to remove the question mark,
<ENTER>
The announcement selected will now be displayed.

.. . END .. .

JANI

Display by Class Number and Announcement Number Prefix

- Step 1 Clear screen

- Step 2 Key: JANI
 <ENTER>

- Step 3 Key "I" over the 'I'
 (or press tab)

- Step 4 Key: class number
 asterisk
 comma
 announcement prefix
 Example: X7004*, LE
 <ENTER>

NOTE: If only one announcement has been set up for this class, it will be displayed.

However, If more than one announcement has been set up, all announcements will be listed and preceded by a question mark (?).

To display ONE Announcement from a MULTIPLE List:

- b) If all announcements are listed on one page (screen), **'JANI'** will appear in the top left corner of the screen. If 'JANI' appears, move cursor to the desired announcement number, space out the question mark (?),
<ENTER>
The announcement selected will now be displayed.

- d) When multiple pages (screens) are displayed, **'P/N'** will appear in the top left corner of the screen on all pages except the last page.

To display a specific announcement if P/N appears:
 - 1. Press: HOME
 - 2. Key: JANI
 - 4. Move cursor under the question mark (?) next to the desired announcement, press the space bar to remove the question mark,
<ENTER>
The announcement selected will now be displayed.

.. .. **END**

JANI

Set Up an Open Competitive or Promotional Announcement

The following instructions are for setting up new Announcements in JANI for:

1. Open Competitive (LE or OC announcement number prefix)
2. Agency Promotion (LE or AP announcement number prefix)
3. Statewide Promotion (LE or SW announcement number prefix)

-
- Step 1 Clear screen
- Step 2 Key: JANI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: class number
asterisk (*)
comma
announcement number (You may assign an agency-specific number - ask your DAS Recruitment Specialist for assistance)

Examples: C0103*,LE950682
C8502*,LEFR1042
C5110*,OC950298B

<ENTER>

- Step 5 Change JANI to JANU and key the following fields:

Field No.	Field Name	Comments
2	RECRUIT TYP	Key only if announcement prefix is 'LE' Acceptable codes: OC = Open Competitive SW = Statewide Promotional AP = Agency Promotional
3	ACTION CODE	Required Key 'N' for new announcement.
13	AGENCY	Agency Specific Announcements: Key: 5-digit agency number. Statewide Announcements: Leave Blank
14	LOCATION	Key city name if recruiting for a specific location. Examples: Portland, Salem, etc.
15	WORKING TITLE	Key Working Title (if any) - abbreviate as necessary to fit.
16	ELIG PERIOD	Key the number of months the list should remain active. Must be 2 digits. Example: 06, 12, 18, 24
17	OPEN DT	Key information provided. Acceptable format: MMDDYY
18	CLOSE DT	Key close date unless announcement is left open until further notice (OUFN). NOTE: System will not accept a close date more than 12

Field No.	Field Name	Comments
		months in the future. Acceptable format: MMDDYY
20	RENEW PERIOD	Key the same as what was keyed in field 16 (ELIG PERIOD). Contact your DAS Recruitment Specialist for exceptions.
21	TYPE WGT	Key the percentage of the total grade that each exam type counts toward the final score. MUST be 3 characters. Example: 100% = 100
22	DLG	Acceptable codes: Y = delegated = leave blank for non-delegated
23	EXAM #	Key test number. If fewer than five characters, you may: a. key a zero at the beginning of test number; or b. key only four digits and the system will automatically assign a zero at the beginning. Example: 01234 NOTE: Test numbers are no longer used for announcements with no test (such as QLF).
25	RETEST MOS	Key the number of months an applicant is required to wait before re-testing or reapplying. MUST be 2 characters. Example: 03, 12
26	EXAM TECH	Key the initials of the person assigned to this recruitment.
27	QUESTIONS	Key the number of questions on the test (if applicable). Must be 2 characters. Example: 02, 03
30	FINAL SCORE TYPE	Required on announcements that will have a final score keyed in FINAL (field 62) of JAPI. Acceptable codes: N = numeric score (70-110) Q = grade will be 'qualified' (QLF) S = Skilled (not currently used) = (Leave blank)
37	LAST EFFECTIVE DATE	Computer assigned. For any exceptions to the computer-assigned date, contact your DAS Recruitment Specialist. Acceptable format: MMDDYY

Step 6 Proofread

Step 7 <ENTER>

Step 8 Adopt the announcement



SCREEN EXAMPLE - Open Competitive – OC Announcement Prefix

JANI **C5110* OC950298B** RECRUIT TYP:

ACTION CODE: **N** RANDOM LIST ALLOWED?: **N** FROZEN: **0**

CLASS #: **C5110*** FROM CLASS #: TO CLASS #:

ANCMT #: **OC950298B** FROM ANCMT #: TO ANCMT #:

CLASS TITLE: **REVENUE AGENT 1** AGENCY: **13700** LOCATION:

WORKING TITLE: **COLLECTION ASSISTANT** ELIG PERIOD: **06**

OPEN DT: **032503** CLOSE DT: **042503** ADOPTED DT: RENEW PERIOD: **06**

*** EXAMINATION INFORMATION ***

TYPE WGT	DLG EXAM#	PROFICIENCY LEVELS/SKILL CODES										RETEST MOS	
WRN: %		/	,	/	,	/	,	/	,	/	,	/	
WRN: %		/	,	/	,	/	,	/	,	/	,	/	
WRN: %		/	,	/	,	/	,	/	,	/	,	/	
E-T: %		/	,	/	,	/	,	/	,	/	,	/	
	EXAM TECH: JVC	QUESTIONS:											
INT: %		/	,	/	,	/	,	/	,	/	,	/	
PMR: %		/	,	/	,	/	,	/	,	/	,	/	
OTH: 100 %		/	,	/	,	/	,	/	,	/	,	/	03

MIN PCT: **ASN 99 . 9** **AF AM 99 . 9** **HSP 99 . 9** **NA/AN 99 . 9** **FEM 99 . 9** **POC 99 . 9**

SKILLS REQUIRED: FINAL SCORE TYPE: **Q** TOTAL APPLICANTS: 00000

NOTICE DATE: NOTICE CODE: CAPTURE DATE: 042703

CANCEL DATE: CANCEL TYPE: LAST EFFECTIVE DATE: 042703

ACCEPTED: 00000 REJECTED: 00000 TOTAL ACTIVE: 00000

SCREEN EXAMPLE - Open Competitive - LE Announcement Prefix

JANI **C5110* LE030000** RECRUIT TYP: **AP**

ACTION CODE: **N** RANDOM LIST ALLOWED?: **N** FROZEN: **0**

CLASS #: **C5110*** FROM CLASS #: TO CLASS #:

ANCMT #: **LE030000** FROM ANCMT #: TO ANCMT #:

CLASS TITLE: **REVENUE AGENT 1** AGENCY: **13700** LOCATION:

WORKING TITLE: **COLLECTION ASSISTANT** ELIG PERIOD: **06**

OPEN DT: **032503** CLOSE DT: **042503** ADOPTED DT: RENEW PERIOD: **06**

*** EXAMINATION INFORMATION ***

TYPE WGT	DLG EXAM#	PROFICIENCY LEVELS/SKILL CODES										RETEST MOS	
WRN: %		/	,	/	,	/	,	/	,	/	,	/	
WRN: %		/	,	/	,	/	,	/	,	/	,	/	
WRN: %		/	,	/	,	/	,	/	,	/	,	/	
E-T: %		/	,	/	,	/	,	/	,	/	,	/	
	EXAM TECH: JVC	QUESTIONS:											
INT: %		/	,	/	,	/	,	/	,	/	,	/	
PMR: %		/	,	/	,	/	,	/	,	/	,	/	
OTH: 100 %		/	,	/	,	/	,	/	,	/	,	/	03

MIN PCT: **ASN 99 . 9** **AF AM 99 . 9** **HSP 99 . 9** **NA/AN 99 . 9** **FEM 99 . 9** **POC 99 . 9**

SKILLS REQUIRED: FINAL SCORE TYPE: **Q** TOTAL APPLICANTS: 00000

NOTICE DATE: NOTICE CODE: CAPTURE DATE: 042703

CANCEL DATE: CANCEL TYPE: LAST EFFECTIVE DATE: 042703

ACCEPTED: 00000 REJECTED: 00000 TOTAL ACTIVE: 00000

◆◆ END ◆◆



JANI Set Up a New IW739999 Announcement

IW739999 announcements are used to set up new Injured Worker Announcements in JANI

- Step 1 Clear screen
- Step 2 Key: JANI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: class number
asterisk (*)
comma
announcement number

Examples: C0103*,IW739999
C8502*,IW739999
C5110*,IW739999

<ENTER>

- Step 5 Change JANI to JANU and key the following fields:

Field No.	Field Name	Comments
3	ACTION CODE	Required Key 'N' for new announcement.
4	RANDOM LIST ALLOWED?	This will auto default to 'N'.
5	FROZEN	This will auto default to '0'.
15	WORKING TITLE	Optional Key Working Title (if any) - abbreviate as necessary to fit.
16	ELIG PERIOD	This will auto default to 36, and is protected.
17	OPEN DT	Required Key information provided. Acceptable format: MMDDYY
20	RENEW PERIOD	This will auto default to 36, and is protected.
30	FINAL SCORE TYPE	This will auto default to 'Q'.

- Step 6 Proofread
- Step 7 <ENTER>
- Step 8 Adopt the announcement



SCREEN EXAMPLE - IO739999 Announcement to track Internal Transfers

JANI **C0104* IO739999** RECRUIT TYP:
 ACTION CODE: **N** RANDOM LIST ALLOWED?: N FROZEN: 0
 CLASS #: C0104* FROM CLASS #: TO CLASS #:
 ANCMT #: IO739999 FROM ANCMT #: TO ANCMT #:
 CLASS TITLE: OFFICE SPECIALIST 2 AGENCY: **10700** LOCATION:
 WORKING TITLE: **INTERNAL TRANSFER** ELIG PERIOD: **24**
 OPEN DT: **100901** CLOSE DT: ADOPTED DT: RENEW PERIOD: **24**

*** E X A M I N A T I O N I N F O R M A T I O N *** RETEST
 TYPE WGT DLG EXAM# PROFICIENCY LEVELS/SKILL CODES MOS
 WRN: % / , / , / , / , / , / , / , /
 WRN: % / , / , / , / , / , / , / , /
 WRN: % / , / , / , / , / , / , / , /

 E-T: % / , / , / , / , / , / , / , /

 EXAM TECH: QUESTIONS:
 INT: % / , / , / , / , / , / , / , /
 PMR: % / , / , / , / , / , / , / , /
 OTH: **100** % / , / , / , / , / , / , / , /

MIN PCT: ASN 99 . 9 AF AM 99 . 9 HSP 99 . 9 NA/AN 99 . 9 FEM 99 . 9 POC 99 . 9
 SKILLS REQUIRED: FINAL SCORE TYPE: **Q** TOTAL APPLICANTS: 00000
 NOTICE DATE: NOTICE CODE: CAPTURE DATE: 100901
 CANCEL DATE: CANCEL TYPE: LAST EFFECTIVE DATE: 100901
 ACCEPTED: 00000 REJECTED: 00000 TOTAL ACTIVE: 00000

◆◆ END ◆◆



JANI

Correct Class Number or Announcement Number

- Step 1 Clear screen
- Step 2 Key: JANI
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: class number
asterisk (*)
comma
announcement number
Example: C0103*,LE950682
<ENTER>
- Step 5 Change JANI to JANU
- Step 6 Key: C in ACTION CODE (field 3)
- Step 7 **To Correct the Class Number:**
a. Move cursor to CLASS # (field 6)
b. Key the correct class number over the incorrect class number,
c. refresh the announcement number (field 9).
<ENTER>
- To Correct the Announcement Number:**
a. Move cursor to CLASS # (field 6),
b. Refresh the class number,
c. Move cursor to ANCMT # (field 9),
d. Key the correct announcement number over the incorrect announcement
number.
<ENTER>

HOW TO REFRESH A FIELD: Re-key the first character of the field.

.. .. END

JANI Close an Announcement

- Step 1 Clear screen
- Step 2 Key 'JANI'
 <ENTER>
- Step 3 Key 'I' over the 'I'
 (or press tab)
- Step 4 Key: class number
 asterisk (*)
 comma
 announcement number
Example: C0103*,LE950682A
 <ENTER>

Step 5 Change JANI to JANU and key the following field:

Field No.	Field Name	Comments
3	ACTION CODE	Key: U
18	CLOSE DT	Key the close date Acceptable Format: MMDDYY

<ENTER>

* * * **END** * * *

JANI Extend the Close Date of an Announcement

You may contact your DAS Recruitment Specialist to extend an announcement for you; or you may extend close dates on JANI yourself. After updating the JANI screen, send an email to:

- a. Your DAS Recruitment Specialist, and
- b. Announcement Distrib *DAS HRSD

Email should provide: Class and working titles, class and announcement numbers, current and revised close dates, and the post code. DAS will update the announcement on the State's Jobs Page.

- Step 1 Clear screen
- Step 2 Key: JANI
- Step 3 Key 'I' over the 'I' (or press tab)
- Step 4 Key: class number
 asterisk (*)
 comma
 announcement number
 Example: C0103*,LE950682A
 <ENTER>

Step 5 Change JANI to JANU and key the following fields:

Field No.	Field Name	Comments
3	ACTION CODE	Key: U
18	CLOSE DT	Key the new close date directly over existing close date Acceptable Format: MMDDYY

<ENTER>

... END ...

JANI Adopt an Announcement

You may adopt your own delegated lists on JANI or you may request (by phone or by email) DAS to process the adoption. Your request to DAS should be sent to your DAS Recruitment Specialist.

Your request should provide:

- ▶ Class and working titles
- ▶ Announcement number
- ▶ Class number

- NOTE:**
- a. An adopt date must be entered as a separate step from entering the new announcement into JANI or the system will not recognize the adopt and will not release names on certification lists.
 - b. An announcement must be adopted before a certified list of eligibles can be issued.
-
-

Step 1 Clear screen

Step 2 Key: JANI
<ENTER>

Step 3 Key 'I' over the 'I' (or press tab)

Step 4 Key: class number
 asterisk (*)
 comma
 announcement number

 Example: C0103*,LE950682A

 <ENTER>

Step 5 Change JANI to JANU and key the following field:

Field No.	Field Name	Comments
3	ACTION CODE	Required. Key: U
19	ADOPTED DT	Key the current date Acceptable format: MMDDYY

<ENTER>

.. . END .. .

JANI Augment an Announcement

An augment is "reopening" a previous announcement that has closed but has not yet expired. The announcement number must be the same as the original announcement number **except** the new announcement number must end with the next alphabetic suffix in sequence.

Examples: First announcement number = OC030012
 Second announcement number (first augment) = OC030012A
 Third announcement number (second augment) = OC030123B

- NOTE:**
- a. Check to see if the previous announcement is closed. If it is still open, it isn't appropriate to augment.
 - b. Make sure the previous announcement is adopted **prior to augmenting**.

Step 1 Data enter the **announcement record into JANI** following instructions for entering a new announcement.

Step 2 Data enter all **new applications** received for the augmented announcement **into JAPI** using the **new** announcement number.

Step 3 Key the adopt date (usually the current date is used).

- NOTE:** After the augmented announcement is adopted, the system automatically:
1. Copies the **active** JAPI records from the prior announcement over to the new announcement;
 2. Cancels the previous announcement; and
 3. Deletes any duplicate records.

EXAMPLE - Augmented Announcement Screen

```

JANI      C0104* LE000399D                RECRUIT TYP:  OC
ACTION CODE:  U   RANDOM LIST ALLOWED?:  N   FROZEN:  0
CLASS #:    C0104*      FROM CLASS #:  C0104*      TO CLASS #:
ANCMT #:    LE000399D  FROM ANCMT #:  LE000399C    TO ANCMT #:
CLASS TITLE: OFFICE SPECIALIST 2      AGENCY:  41500  LOCATION:
WORKING TITLE:  RECEPTIONIST                                ELIG PERIOD:  06
OPEN DT:    100500     CLOSE DT:    101900     ADOPTED DT:  103000     RENEW PERIOD:  06
*** E X A M I N A T I O N   I N F O R M A T I O N ***
TYPE WGT    DLG EXAM#          PROFICIENCY LEVELS/SKILL CODES          RETEST
WRN:        %                  / , / , / , / , / , / , / , /          MOS
WRN:        %                  / , / , / , / , / , / , / , /
WRN:        %                  / , / , / , / , / , / , / , /

E-T:        %                  / , / , / , / , / , / , / , /

INT:        %                  / , / , / , / , / , / , / , /
PMR:        %                  / , / , / , / , / , / , / , /
OTH:  100   %                  / , / , / , / , / , / , / , /          03

MIN PCT:    ASN 99 . 9   AF AM 99 . 9   HSP 99 . 9   NA/AN 99 . 9   FEM 99 . 9   POC 99 . 9
SKILLS REQUIRED:          FINAL SCORE TYPE:  O           TOTAL APPLICANTS:  00000
NOTICE DATE:            NOTICE CODE:                CAPTURE DATE:  100900
CANCEL DATE:            CANCEL TYPE:                  LAST EFFECTIVE DATE:  100900
ACCEPTED:  00000        REJECTED:  00000              TOTAL ACTIVE:  00000
  
```

.. . END .. .

JANI Merge Announcements

This function is performed by DAS/HRSD. Contact your DAS Recruitment Specialist for assistance in merging announcements.

A merge is combining two eligible lists into a single list.

The two applicant lists will have different announcement numbers and/or classification numbers, but both lists **must have the same** :

1. Minimum qualifications;
2. Eligibility period; and
3. Test.

- NOTE:** a. Before a merge can occur, both announcements **must** be entered into JANI.
- b. The eligibility period must be the same on both lists **before** merging. If they are different, change the eligibility period (on either list) to be the same as the other **prior** to the merge.

◆ ◆ END ◆ ◆

JANI Request 210 Batch Notices

What are they and why do we need them? Batch notices are printed on the "Application and Examination Notice" form. They are used to: **a)** identify currently active applicants on a list that is being cancelled; and **b)** identify the specific recruitment list in question.

A letter must be developed to inform applicants why the list is being cancelled and the actions they need to take (if any) to remain active. The batch notice is printed on the same form as an "Application and Examination Notice" and is sent along with the letter to identify the list for the applicants.

- Step 1 Clear screen
- Step 2 Key: JANI
- Step 3 Key 'l' over the 'l'
(or press tab)
- Step 4 Key: class number
 asterisk (*)
 comma
 announcement number
Example: C0103*,LE950682A

<ENTER>

Step 5 Change JANI to JANU and key the following fields

Field No.	Field Name	Comments
3	ACTION CODE	Key: U
32	NOTICE DATE	Key the current date
33	NOTICE CODE	Key the appropriate notice code. Acceptable Codes: 210B 210D 210X 210Y 210Z Refer to next page for batch code definitions

<ENTER>

- Step 6 Call or e-mail your DAS/HRSD Recruitment Specialist with the following information:
- a. the name and phone number of the person who ordered the notices
 - b. the class and announcement number of the list
 - c. the type of notices requested (i.e. 210X)
 - d. where and to whom the notices are to be delivered

BATCH CODE DEFINITIONS

- 210B** Generates notices for all **active** applicants who will be notified that a new list is being established and it is necessary for them to reapply and retest. A 210B form letter is mailed along with the notice and new announcement to applicant.
- 210D** Generates notices for all **active** applicants who will be notified a new list is being established and it is necessary to reapply; they need not retest. A 210D form letter is mailed along with the notice and new announcement to applicant.
- 210X** Generates notices for all **active** applicants who will be given instructions by special letter and advised what action they must take. A 210X letter is developed to explain special circumstances and mailed along with the notice and new announcement to applicant.
- 210Y** Generates notices for **all applicants**, including those who are inactive and those with a wrong address code.
- 210Z** Generates notices for **all applicants** (including those who are inactive) **except** those with a wrong address code on their record.

.. . **END** .. .

JANI ERROR CODES

ERROR CODE & MESSAGE	DESCRIPTION
01-ACTION FOR UNFND	Inquired announcement must be found if ACTION is other than 'N'.
02-ACTION FOR FOUND	Inquired announcement must not be found if Action is 'N'.
03-ACTION INVALID	<ul style="list-style-type: none"> • Action must be C, D, M, N, R, or U; or • Action must be 'R' if announcement has been deleted.
04-ACTION W/O APEX	If Action is 'M', the inquired announcement must have examination records (JAPI).
06-OPEN/FUTURE	Open/Future Recruitment must be 'O' or 'F'.
07-OPN/FUT -ACTION	Open/Future Recruitment must not be keyed if Action is other than 'N' or 'U'.
08-FROZEN INVALID	<ul style="list-style-type: none"> • Frozen Code must be 1-9 or zero; or • Cannot be a space.
09-NON SIMULTANEOUS	No longer used.
12-CLASS KEYED	Class must not be keyed if Action is not 'C' or 'M'.
13-CLASS UNKEYED	Class must be keyed if Action is 'C' or 'M'.
14-CLASS UNFND	Class must be on Compensation Control File.
15-CLASS-ANCMT SAME	When Action is 'M', the keyed Class # and announcement # must not be the same as that of the inquired announcement.
16-CLASS UNFND	Class keyed for Action 'C' or 'M' must be on Compensation Control File.
19-ANCMT KEYED	Announcement must not be keyed if Action is not 'C' or 'M'.
20-ANCMT UNKEYED	Announcement must be keyed if Action is 'C' or 'M'.
21-ANCMT FOUND	If Action is 'N', the keyed announcement must not be found.
22-ANCMT UNFND	If Action is 'C', the keyed announcement must be found.
23-ANCMT PREFIX	Acceptable 2-digit prefix codes are: AP, IO, LE, LO, OC, RC, RL, SH, SW, TE, TR.
24-ANCMT NUMBER	Announcement prefix must be AP, IO, LE, LO, OC, RC, RL, SR, SW, TE, TR.
25-ANCMT PFX OR SER	
26-ANCMT AUGMENT	
30-SPECIAL NOT NUM	
31-SPECIAL INVALID	
34-AGENCY RESTRICT	Attempting to add or update an announcement and the agency number does not match the terminal identification number.
35-OPEN INVALID	<ul style="list-style-type: none"> • Open Date must not be more than 1 year in future; • Open Date is not of the form 'MMDDYY'; • Open Date is not numeric.
39-ELIG PERIOD ERR	<ul style="list-style-type: none"> • Eligibility Period must be 01-24 ; • Eligibility Period must be numeric.

ERROR CODE & MESSAGE	DESCRIPTION
40-CLOSE INVALID	<ul style="list-style-type: none"> • Close Date must not be more than 1 year in future; • Close Date is not of the form 'MMDDYY'; • Close Date is not numeric; • Close Date cannot be less than 21 days from Open Date for OC announcements.
41-CLOSE BEFORE OPN	Close Date must not be before Open Date.
42-ADOPTED-ACTION	Adopted Date must not be keyed unless Action is 'U'.
43-ADOPTED RE MERGE	If Action is 'M', Adopted Date of keyed announcement must exist.
44-ADOPTED ABSENT	If Action is 'M', Adopted Date of inquired announcement must exist.
45-ADOPTED INVALID	<ul style="list-style-type: none"> • Adopted Date must not be more than 1 year in future; • Adopted Date is not of the form 'MMDDYY'; • Adopted Date is not numeric.
46-ADOPTED IW FUT	Adopted Date must not be entered if Open/Future Recruitment is 'F'.
47-APPL INVALID	
48-APPL BEFORE ADPT	
49-APPL IW ANCMT	
50-PREV ANCT OPEN	Announcement cannot be augmented when previous announcement is still open.
51-NO AUGMENT	
52-NO MERGE	
53-NO CORRECT	
54-NO DELETE	
55-NO RESTORE	
56-TOO MANY APEX	More APEX records than there is space available (space needs to be enlarged).
60- RECRUIT TYPE ERROR	<p>The announcement prefix is 'LE' and the recruitment type is NOT AP, SW or OC; or</p> <p>The announcement prefix is NOT LE and the recruitment type is something other than spaces.</p>
64-WEIGHT REQD	<ul style="list-style-type: none"> • Weight must be numeric; • Weight must not be greater than 100.
66-WEIGHT NOT 100	
68-DELEGATED	Code is not 'Y' space.
69-EXAM # REQD	An exam number must be entered.
71-PROFICIENCY	<ul style="list-style-type: none"> • Proficiency levels must be numeric, blank or space; • Each Reference can not be greater than 100.
73-SKILLS	Skills required must be 'Y' or space.
74-NOTICE-ADOPT	Notice Date must not be keyed if Adopted Date is keyed.
75-NOTICE DATE INV	<ul style="list-style-type: none"> • Notice Date must not be more than 1 year in future; • Notice Date is not of the form 'MMDDYY'; • Notice Date is not numeric;
76-NOTICE DATE REQD	Notice Date must be keyed if Notice Code is keyed.

ERROR CODE & MESSAGE	DESCRIPTION
77-NOTICE-ACTION	Notice Date must not be keyed unless Action is 'U'.
78-NOTICE CODE INV	Notice Code must be 210A, 210B, 210C, 210D, 210E, 210X, 10Y, or 210Z.
79-NOTICE CODE REQD	Notice Code must be present if Notice Date is keyed.
81-CANCEL DATE INV	<ul style="list-style-type: none"> • Cancel Date must not be more than 1 year in future; • Cancel Date is not of the form 'MMDDYY'; • Cancel Date is not numeric.
82-CANCEL DATE REQD	Cancel Date must be keyed if Cancel Type is keyed.
84-CANCEL TYPE INV	Cancel Type must be A, L, or space.
85-CANCEL TYPE REQD	Cancel Type must be keyed if Cancel Date is keyed.
86-CANCEL I/W APPI	Cancel Type 'A' must not be entered if announcement has examination records (JAPI).
88-LAST EFFECTIVE	<ul style="list-style-type: none"> • Last Effective Date must not be greater than current date; • Last Effective Date is not of the form 'MMDDYY'; • Last Effective Date is not numeric.
91-EXAM TECH	Identifies DAS staff person coordinating non-delegated announcement.
93-RNEW PERIOD	<ul style="list-style-type: none"> • The Renewal Period in months must be present; • The Renewal Period cannot exceed the Eligibility Period; • The Renewal Period must be numeric.
95-RETEST MOS	<ul style="list-style-type: none"> • The number of months before retaking the exam must be present; • The Retest Months fields must be numeric.
97-QUESTIONS	The Questions must be numeric.
99-SKILL CD ERR	The Skill Code keyed is not on the Skill Code Control File.
100-ANNI TRANS REQD	'JANI' transaction must be used if inquiry.
104-DUPL EXAM#	The same Exam Number may not be used more than once.
105-PERCENT INVALID	<ul style="list-style-type: none"> • Only numerical digits are acceptable; • The terminal from which the update is being keyed has not been given security clearance.
106-RANDOM	Invalid random flag.

.. . END .. .

JAPI/JAPU APPLICATION SCREEN INTRODUCTION

The application file is used to maintain and track applicant information.

This file includes information such as:

- **Applicant Personal Information**
 - **Name, Address, and Phone Numbers**
 - **Previous Employer**
 - **Veteran's Eligibility**
 - **Sex and Ethnicity**
- **The applicant's availability for work**
- **Geographic areas applicant is willing to work**
- **Skill Codes (if applicable)**
- **Test date and score (if applicable)**

JAPI Application Screen Definitions

This section describes each field of JAPI. For instructions on specific data entry needs, refer to the section that covers that subject matter.

JAPI consists of the two following sections:

- a. **Personal Data** - also known as "APPL" - fields 1 through 27 (top of screen).
- b. **Application Data** - also known as "APEX" - fields 28 through 68 (bottom of screen).

NOTE: The number shown in brackets at the end of each 'Field Name' indicates the maximum number of characters allowed for that field.

Field No.	Field Name	Comments
1	JAPI [26]	Access field. Identifies the application record for which inquiries and updates will be keyed.
2	PAGE [2]	The page number of the application record currently being viewed.
3	OF . . . [2]	The total number of pages that the applicant has on the system.
4	NAME [22]	Applicant's name (last, first, middle initial)
5	ADDR (Address) [31]	Applicant's street address
6	CNTY (County)	No longer used
7	CITY [13]	The city of applicant's residence
8	ST (State) [2]	The state of applicant's residence
9	ZIP (Zip Code) [5]	The zip code of applicant's residence
10	TEL (Phone #) [32]	The residence/business/message phone(s) where the applicant can be contacted.
11	LIC (Driver's License #) [7]	The applicant's Oregon driver's license number
12	LST (License State) [2]	The state in which applicant is licensed to drive. (used only when licensed in Oregon). Acceptable code: OR
13	EMP (Present/Last Employer) [30]	The applicant's present or last employer's name plus the city and state of employment.
14	CNTCT (Contact Code) [1]	No longer used
15	VP (Veterans Preference Points) [2]	Indicates the points the applicant requested and qualified for based on their DD214/DD215.
16	DOE (Date of Entry) [6]	The date the applicant first entered military service

Field No.	Field Name	Comments
17	DOD (Date of Discharge) [6]	The date the applicant was discharged from military service
18	VPEL (Veterans Preference Eligibility) [1]	This field is keyed only if the terminal operator is trying to override the following error messages: <ul style="list-style-type: none"> • 120-VPEL RE DOE • 121-VPEL-EMPL • 122-DOD TOO OLD Acceptable codes: P = Identifies a State Employee who has not previously been appointed from a list on which the applicant used veterans' preference. V = Identifies applicant as meeting veterans' preference criteria.
19	SEX [1]	The sex of the applicant Acceptable codes: F = Female M = Male U = Unknown
20	DOB (Date of Birth) [6]	No longer used
21	ETH (Ethnic Code) [1]	Identifies the applicant's ethnicity Acceptable codes: A = Asian or Pacific Islander B = African American H = Hispanic I = Native American or Alaskan Native U = Unknown
22	ED (Economically Disadvantaged) [1]	No longer used
23	EAGY (Employing Agency) [11]	Identifies up to two state agencies the applicant works for (if the applicant is a current state employee). Computer assigned.
24	CAPDT (Capture Date) [6]	The date the applicant's personal data was entered into the computer. Computer assigned.
25	LEFF (Last Effective Date) [6]	The effective date of the last change made to the applicant's personal data . Computer assigned.
26	ADCHNG (Address Change Date) [6]	The date a change was made to the applicant's address. Computer assigned, but may be changed through terminal update. Acceptable format: MMDDYY
27	WRNGAD (Wrong Address Date) [6]	The date correspondence was returned to the state because it was not deliverable to the address listed. Acceptable format: MMDDYY

Field No.	Field Name	Comments
28	CLASS # (Classification Number) [6]	Computer assigned based on what was keyed in the JAPI access field (1).
29	ANCMT # (Announcement Number) [9]	The announcement number of the position for which the applicant has applied. Computer assigned based on the announcement number that is keyed in the JAPI Access Field (1).
30	REF-CD (Referral Code) [4]	No longer used
31	CANCEL-DT (Cancel Date) [6]	The date the particular class or announcement was canceled. Computer assigned.
32	CLASS (Classification Title)	The title of the classification. Computer assigned.
33	OPT (Optional Class Title)	Identifies the working title or a specific option within the classification. Computer assigned.
34	STATUS [2]	The applicant's status for the applied class. Computer assigned, but it may be changed through terminal update.
35	DUR (Duration) [1]	The work schedule the applicant is willing to work. Acceptable codes: P = Permanent S = Seasonal B = Either
36	TYPE [1]	The type of hours the applicant is willing to work. Acceptable codes: F = Full-Time E = Either Full- or Part-Time J = Job Share P = Part-Time I = Intermittent B = Any
37	EL-DT (Eligibility Date)	No longer used
38	AV-DT (Availability Date) [6]	This field is optional – Identifies when the applicant is available for work if more than 30 days in the future. Acceptable format: MMDDYY
39	RNEW-DT (Renewal Date) [6]	The date by which the applicant must contact the recruiting agency if they wish to remain on the active list. Computer assigned, but it may be changed through terminal update. Acceptable format: MMDDYY
40	GEO-AV (Geographic Availability) [158]	The location(s) the applicant is willing to work. Up to 40 locations can be listed.
41	GEO-EX (Geographic Exception) [7]	The location(s) the applicant is NOT willing to work. Up to two (2) locations can be listed.
42	AGY-AV (Agency Availability) [17]	Identifies up to 3 agencies as the only ones the applicant wants their name certified to.

Field No.	Field Name	Comments
43	AGY-EX (Agency Exception) [20]	Identifies up to 3 agencies to whom the applicant will NOT be certified (for this recruitment only) due to: a. Acceptable Code if agency's request: = #####A b. Acceptable Code if applicant's request: = #####C
44	CL-SK (Class Skill) [339]	Identifies job-related skills the applicant certifies they have. Up to 85 3-digit codes can be listed.
45	ORGTEST (Original Test Date) [6]	The date the applicant originally took the test. Acceptable format: MMDDYY
46	EXAM-DT (Examination Date) [6]	Identifies the date of the applicant's current test, or the date a previously scored test is extended or re-graded. Acceptable format: MMDDYY
47	EXPIR-DT (Expiration Date) [6]	The date the applicant becomes inactive on the list. Computer assigned, but may be changed through terminal update. Acceptable format: MMDDYY
48	BCH1 (Primary Batch Address) [6]	Identifies the location of the processed application by: a. DAS batch number (retained by DAS HRSD); or b. Agency batch code (retained by agency)
49	AP-REC (Application Received Date) [6]	The date the application is received. Acceptable format: MMDDYY
50	AC (Application Accepted) [1]	Identifies that the application is accepted. Acceptable Code: X
51	RJ (Application Rejected) [2]	Identifies the reason the application is not accepted.
52	REPR (Union Representation Code) [4]	Only used for Secondary Recall (SR739999) lists. Identifies the union representation code of an employee who has been laid off.
53	LOAGY (Layoff Agency) [5]	Identifies the state agency from which the applicant was laid off.
54	SRVCR (Service Credit Score) [5]	The score computed for layoff purposes. Determines the order that the applicant's name will be certified to the state agency that conducted the layoff.
55	EXAM (Examination Number / Type) [5]	Identifies the test number. Acceptable codes: E = T & E test I = Interview Board W = Written test O = Other P = Promotional Merit Rating
56	RAW (Raw Score) [23]	Identifies the applicant's raw score(s). Up to six 3-digit codes.
57	RTAKE (Retake Date) [6]	The earliest date the applicant may retake this test. Computer assigned, but may be changed through terminal update.

Field No.	Field Name	Comments
58	VP (Veterans Preference) [2]	The veterans preference points for which the applicant is eligible. Acceptable codes: 00 = requested points, but is not eligible 05 = five points 10 = ten points = leave blank (did not request veterans' preference)
59	SR (Secondary Recall) [1]	Identifies that the application being processed is for the Secondary Recall Layoff list. Announcement number must be SR739999. Acceptable code: Y
61	SCR-CD (Score Code) [2]	This field shows that an applicant score was changed. Acceptable codes: CS = Corrected Score RG = Re-grade NOTE: If announcement prefix is IO, LO, RE, TR, HR, or RL, and if the field is blank, system generates the prefix code into this field.
62	FINAL (Final Score) [3]	The applicant's final score, including veteran's preference points. Acceptable codes: Numerical score 107 – 110 ELM = Eliminated QLF = Qualified GIE = Given in Error W/D = Withdrawn INC = Incomplete SKL = Skilled
63	BCH2 (Supplemental Batch) [7]	On subsequent applications for the same list, this code identifies the batch number of the previous application.
64	NARR (Narrative Code) [11]	Codes used to explain why various changes were made to an applicant's record.
65	LEFF (Last Effective Date) [6]	The effective date of the last change made to the applicant's test data . Computer assigned.
66	NOTICE (Notice Code) [4]	Identifies the type of notice to be generated. Acceptable Codes: 229A = grade notices that are delivered to the agency of record 229 = grade notices that are delivered to the applicant 229R = reject notices that are delivered to the applicant

Field No.	Field Name	Comments
67	CAP-DT (Capture Date) [6]	The date the applicant's test data was entered into the computer. Computer assigned, but may be changed through terminal update. Acceptable format: MMDDYY
68	ACT (Action Code) [1]	A code used to delete an applicant's record(s). NOTE: only DAS Data Entry staff performs this action. Call DAS Data Entry at (503) 378-2827 for assistance.

... **END** ...

JAPI
Display an Applicant Record
Display a JAPI record for a specific announcement

NOTE: See the J400 section for instructions when the applicant's social security number **is not known**.

Step 1 Clear screen

Step 2 Key: JAPI
<ENTER>

Step 3 Key 'I' over the 'I'
(or press tab)

Step 4 Key: social security number
comma
class number
asterisk
comma
announcement number

Example: 000000000,C0103*,LE950682A
<ENTER>

The system will now display the specific record requested.

JAPI
Display an Applicant Record
Display All JAPI records For a Single Applicant

NOTE: See the J400 section for instructions when the applicant's social security number **is not known**.

Step 1 Clear screen

Step 2 Key: JAPI
 <ENTER>

Step 3 Key 'I' over the 'I'
 (or press tab)

Step 4 Key: social security number
 Example: 000000000
 <ENTER>

Field 2: indicates which page of all the records is currently being viewed
Field 3: displays the number of JAPI records this applicant has
Field 28: the class number of the record currently displayed
Field 29: the announcement number of the record currently displayed
Fields 32: the class title of record currently displayed
Fields 33: the working title of record currently displayed

Step 5 <ENTER> to page to the next record

.. . **END** .. .

JAPI Data Enter Rejected Applications

When there is no existing record

- Step 1 Clear screen
- Step 2 Key: JAPI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: social security number
 comma
 class number
 asterisk
 comma
 announcement number
- Example:** 000000000,C0103*,LE950682A
- <ENTER>
- Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
4	NAME	Key: last name Comma (space) first name (space) middle initial Example: Smith, John A
5	ADDR (Address)	If a street address and PO Box are both listed, key the PO Box. Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation. PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOXES ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line. Example: Susie Smith PMB 1234 4742 Liberty Road South Salem, OR 97302

Field No.	Field Name	Comments
5	ADDR (Address) (continued)	<p>Foreign Address: There is no space to key the country. If an address is for outside the United States, key:</p> <ul style="list-style-type: none"> • "FOREIGN ADDRESS" in the ADDR field, • "Salem" in the CITY field, • "OR" in the STATE field, and • "97301" in the ZIP field. <p>Then (on the same day keyed), email DAS Data Entry with the correct address.</p> <p>Data Entry will pull the grade notice, manually address an envelope, and mail the notice to the foreign address.</p>
7	CITY	Key the city name
8	ST (State)	Key the 2-digit state abbreviation code. Refer to Appendix for acceptable codes.
9	ZIP (Zip Code)	Key 5-digit zip code.
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) is prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>ALWAYS KEY AREA CODE IF IT'S AVAILABLE.</p> <p>If the area code is unknown, the following are acceptable prefix codes:</p> <p>800 = for 800 numbers RES = for home residence phone BUS = for business phone MES = for message phone TTY = for hearing impaired EXT = for extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Examples: 5039451234,BUS3734321,EXT25 RES9451234,BUS3734321,EXT25</p>
11	LIC # (Driver's License Number)	Key only Oregon driver's license numbers. Must be seven (7) digits. Key zero(s) at the beginning of number if less than seven. Example: 0223344
12	LST (Licensed State)	Key only for Oregon Driver's License. Acceptable Code: OR
13	EMP (Present or Last Employer)	Key employer, followed by a semicolon (;) and the city. Key the two-letter state abbreviation if it's other than Oregon. Examples: Fred Meyer;Portland The Fabric Shop;Boise ID State of Oregon employers should be input as: OR ST-Agency Name;City Example: OR ST-Revenue;Salem

Field No.	Field Name	Comments
15	VP (Veterans' Points)	Acceptable codes: 1. 05 = 05 points 2. 10 = 10 points 3. NE = Not eligible for veterans' preference points 4. Leave blank
16	DOE (Date of Entry)	Key the date applicant first entered military service. Example: MMDDYY
17	DOD (Date of Discharge)	Key the date applicant was discharged from military service. Example: MMDDYY
18	VPEL (Veterans Preference Eligibility)	This field is keyed only when needing to override the following error messages: 120-VPEL RE DOE 121-VPEL-EMPL 122-DOD TOO OLD Acceptable Codes: P = Identifies a State Employee who has not previously been appointed from a list on which the applicant used veterans' preference. V = Identifies applicant as meeting veterans' preference criteria.
19	SEX	Acceptable codes: F, M, U F = Female M = Male U = Unknown NOTE: If left blank, the system will generate a 'U' in this field.
21	ETH (Ethnic)	Acceptable codes: A = Asian B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown (or if more than one ethnic code is selected) Refer to Appendix for definitions of each ethnic group. NOTE: If left blank, the system will generate a 'U' in this field.
48	BCH1 (Batch 1)	Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable codes.
49	AP-REC (Application Received Date)	Required. Key the received date stamped on the application. Acceptable format: MMDDYY
51	RJ (Reject Code)	Required. Key the 2-digit reject code.

JAPI Data Enter Rejected Applications

When there is an **existing reject record**

- Step 1 Clear screen
- Step 2 Key: JAPI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: social security number
comma
class number
asterisk
comma
announcement number
- Example:** 0000000000,C0103*,LE950682A
- <ENTER>
- Step 5 Change JAPI to JAPU
- Step 6 Update fields 4 through 21 as needed, then key the following fields:

Field No.	Field Name	Comments
48	BCH1 (Batch 1)	Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable codes.
49	AP-REC (Application Received Date)	Required. Key the new received date stamped on the application (key over the existing date currently in field 49). Acceptable format: MMDDYY
51	RJ (Reject Code)	Required. Key the 2-digit reject code.
55	EXAM (Examination Number)	Key the test number (if applicable). NOTE: Must be keyed if a test number is listed on JANI.

- Step 6 <ENTER>
- Step 7 File the application for the required retention period.

JAPI Data Enter Rejected Applications

When there is an **existing graded record**

Reject records must be data entered for tracking and federal reporting purposes. However, the rejected record should never replace an existing graded record that is still within its eligibility period. The following instructions allow you to capture the reject application data without affecting the availability of the graded record.

NOTE: Test dates **are not keyed** on rejected application records.

-
- Step 1 Clear screen
- Step 2 Key: JAPI
 <ENTER>
- Step 3 Key 'I' over the 'I'
 (or press tab)
- Step 4 Key: social security number
 comma
 class number
 asterisk
 comma
 announcement number
- Example:** 0000000000,C0103*,LE950682A
- <ENTER>
- Step 5 Change JAPI to JAPU
- Step 6 Update fields 4 through 21 as needed, then key the following fields:

Field No.	Field Name	Comments
48	BCH1 (Batch 1)	<p>Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD)</p> <p>Refer to Appendix for acceptable codes.</p> <p>NOTE: To maintain tracking of the graded application, HRSD moves the existing batch code into BCH2 (field 63).</p>
49	AP-REC (Application Received Date)	<p>Required. Key the new received date stamped on the application (key over the existing date in field 49). Acceptable format: MMDDYY</p>
50	AC (Application Accepted)	Remove the "X"
51	RJ (Reject Code)	Required. Key the 2-digit reject code.

JAPI Data Enter Rejected Transfer Applications

The announcement number for a transfer application is **always** TR739999.

- Step 1 Clear screen
- Step 2 Key: JAPI
 <ENTER>
- Step 3 Key 'l' over the 'l'
 (or press tab)
- Step 4 Key: social security number
 comma
 class number
 asterisk
 comma
 announcement number

Example: 000000000,C0103*,TR739999
<ENTER>

Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
4	NAME	Key: last name Comma (space) first name (space) middle initial Example: Smith, John A
5	ADDR (Address)	If a street address and PO Box are both listed, key the PO Box. Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation. PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOX ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line. Example: Susie Smith PMB 1234 4742 Liberty Road South Salem, OR 97302

Field No.	Field Name	Comments
5	ADDR (Address) (Continued)	<p>Foreign Address: There is no space to key the country. If an address is for outside the United States, key:</p> <ul style="list-style-type: none"> • "FOREIGN ADDRESS" in the ADDR field, • "Salem" in the CITY field, • "OR" in the STATE field, and • "97301" in the ZIP field. <p>Then (on the same day keyed), email DAS Data Entry with the correct address.</p> <p>Data Entry will pull the grade notice, manually address an envelope, and mail the notice to the foreign address.</p>
7	CITY	Key the city name
8	ST (State)	Key 2-character state abbreviation code Refer to Appendix for acceptable codes.
9	ZIP (Zip Code)	Key 5-digit zip code
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) may be prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>NOTE: Always key area code if it's available.</p> <p>### = area code 800 = 800 numbers RES = home residence phone BUS = business phone MES = message phone TTY = hearing impaired EXT = extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Example: RES9451234,BUS3734321,EXT25</p>
11	LIC # (Driver's License Number)	<p>Key only Oregon driver's license numbers. Must be seven (7) digits. Key zero(s) at the beginning of number if less than seven.</p> <p>Example: 0223344</p>
12	LST (Licensed State)	<p>Key only for Oregon Driver's License.</p> <p>Acceptable Code: OR</p>
13	EMP (Present or Last Employer)	<p>Key employer, followed by a semicolon (;) and the city. Key the two-letter state abbreviation if it's other than Oregon.</p> <p>Examples: Fred Meyer;Portland The Fabric Shop;Boise ID</p> <p>State of Oregon employers should be input as: OR ST-Agency Name;City</p> <p>Example: OR ST-Revenue;Salem</p>

Field No.	Field Name	Comments
19	SEX	<p>Acceptable codes: F = Female M = Male U = Unknown</p> <p>NOTE: If left blank, the system will generate a "U" in this field.</p>
21	ETH (Ethnic)	<p>Identifies the applicant's ethnicity</p> <p>Acceptable codes: A = Asian B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown</p> <p>Refer to Appendix for definitions of each ethnic group.</p> <p>NOTE: If left blank, the system will generate a 'U' in this field.</p>
48	BCH1 (Batch Address)	<p>Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD)</p> <p>Refer to Appendix for acceptable codes.</p>
49	AP-REC (Application Received Date)	<p>Required. Key the received date stamped on the application Acceptable Format: MMDDYY</p>
51	RJ (Reject Code)	<p>Required. Key the 2-digit reject code.</p>
55	EXAM (Examination Number)	<p>Key the 5 digit exam number (if applicable). If the exam number shown is only four digits, you may:</p> <ol style="list-style-type: none"> key a zero at the beginning of the number, or key the four digits and the computer will assign a zero at the beginning of the exam number. <p>NOTE: Must be keyed if a test number is listed on JANI.</p>

<ENTER>

Step 7 File the applications for the required retention period.

JAPI
Data Enter LE, OC, SW, OR AP

GRADED APPLICATION WITH NO EXISTING RECORD

- Step 1 Clear screen
- Step 2 Key: JAPI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: social security number
comma
class number
asterisk
comma
announcement number

Example: 000000000,C0103*,LE950682A
<ENTER>
- Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
4	NAME	Key: last name Comma (space) first name (space) middle initial (space if applicable) Suffix (JR, SR, I, II, etc.) Example: Smith, John A Example: Smith, John A JR
5	ADDR (Address)	If a street address and PO Box are both listed, key the PO Box. Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation. PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOXES ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line. Example: Susie Smith PMB 1234 4742 Liberty Rd S Salem OR 97302

Field No.	Field Name	Comments
	ADDR Continued	<p>Foreign Address: There is no space to key the country. If an address is for outside the United States, key:</p> <ul style="list-style-type: none"> • "FOREIGN ADDRESS" in the ADDR field, • "Salem" in the CITY field, • "OR" in the STATE field, and • "97301" in the ZIP field. <p>Then (on the same day keyed), email DAS Data Entry with the correct address.</p> <p>Data Entry will pull the grade notice, manually address an envelope, and mail the notice to the foreign address.</p>
7	CITY	Key the city name
8	ST (State)	Key 2-character state abbreviation code. Refer to Appendix for acceptable codes.
9	ZIP (Zip Code)	Key 5-digit zip code.
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) may be prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>NOTE: Always key the area code if it's available. If the area code is unknown, the following are acceptable codes.</p> <p>800 = for 800 numbers RES = for home residence phone BUS = for business phone MES = for message phone TTY = for hearing impaired EXT = for extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Example: 5039451234,BUS3734321,EXT25</p>
11	LIC # (Driver's License Number)	Key only Oregon driver's license numbers. Must be seven (7) digits. Key zero(s) at the beginning of number if less than seven. Example: 0223344
12	LST (Licensed State)	Key only for Oregon Driver's License Acceptable Code: OR
13	EMP (Present or Last Employer)	Key employer, followed by a semicolon (;) and the city. Key the two-letter state abbreviation if it's other than Oregon. Examples: Fred Meyer;Portland The Fabric Shop;Boise ID State of Oregon employers should be input as: OR ST-Agency Name;City Example: OR ST-Revenue;Salem
15	VP (Veteran's Points)	Acceptable codes: 05 = 5 points 10 = 10 points NE = Not eligible for vets points = Leave blank
16	DOE (Date of Entry)	Key if provided - even if veterans' points are not requested. Use 01 for day when only month and year are given. Example: 07/65 = 070165

Field No.	Field Name	Comments
17	DOD (Date of Discharge)	Key if provided - even if veterans' points are not requested. Use 01 for day when only month and year are given. Example: 12/67 = 120167
18	VPEL (Veteran's Preference Eligibility)	Key only if one of the following error messages appears: 120 - VPEL RE DOE 121 - VPEL-EMPL 122 - DOD-TOO-OLD Acceptable Codes: P = Identifies a State Employee who has not previously been appointed from a list on which the applicant used veterans' preference. V = Identifies applicant as meeting veterans' preference criteria.
19	SEX	Acceptable codes: F = Female M = Male U = Unknown NOTE: If left blank, the system will generate a "U" in this field.
21	ETH (Ethnic)	Identifies the applicant's ethnicity. Acceptable codes: A = Asian B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown Refer to Appendix for definitions of each ethnic group. NOTE: If left blank, the system will generate a 'U' in this field.
35	DUR (Duration)	Required Acceptable codes: P = Permanent S = Seasonal B = Either/both permanent or seasonal (or if unknown)
36	TYPE	Required Acceptable codes: F = Full-time P = Part-time E = Either part- or full-time I = Intermittent J = Job share B = Any combination of the above (or if unknown)
38	AV-DT (Availability Date)	This field is optional. Caution: A date in this field may cause the applicant to not certify. Do Not Key a date If less than two weeks in the future. To 'remove' a date in order to activate the file, key over all digits in this field with the current date. Acceptable format: MMDDYY

Field No.	Field Name	Comments
40	GEO-AV (Geographic Availability)	The location(s) the applicant is willing to work. Up to 40 locations can be listed. Each code must be keyed as 3 digits – if the code does not have a 3 rd digit, key a space. Example: 24M,34 ,26C Refer to Appendix for acceptable codes.
41	GEO-EX (Geographic Exception)	The geographic location(s) the applicant is NOT willing to work. Up to 2 locations can be listed. Refer to Appendix for acceptable codes.
42	AGY-AV (Agency Availability)	Identifies up to 3 agencies as the only ones the applicant wants their name certified to. Example: 10700
43	AGY-EX (Agency Exception)	Key up to 3 5-digit numbers of agencies for which the applicant's name will NOT be certified. Identify per following: Agency's Choice: Identifies agencies not willing to consider this applicant. Key up to three 5-digit agency numbers followed by an 'A'. Example: 10700A Applicant's Choice: Identifies agencies for which the applicant is not willing to work. Key up to three 5-digit agency numbers followed by a 'C'. Example: 10700C
44	CL-SK (Class Skills)	Required only for classifications that have skills assigned. Key up to 85 3-digit skill codes. Some skill codes include a blank space or a slash (/) mark. Examples: CRT,FS ,W/P,R N,LTP
45	ORGTEST (Original Test Date)	Key the date listed in the "Original Test Date" box of the "Office Use Only" section of application. If box is blank, key the date from 'Test Date' box. (This will be the same date as the examination date (field 46) if this is the first time the applicant has taken this test) Acceptable Format: MMDDYY
46	EXAM-DT (Exam Date)	Key the date listed in the "Test Date" box of the "Office Use Only" section of application. Acceptable Format: MMDDYY
48	BCH1 (Batch Address)	Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable codes.
49	AP-REC (Application Received Date)	Required. Key the received date stamped on the application Acceptable Format: MMDDYY

Field No.	Field Name	Comments
50	AC (Application Accepted)	Required. Key 'X'
55	EXAM (Exam Number)	<p>Required if the announcement has a test number.</p> <p>Key either four (4) or five (5) digits. May key a zero at beginning of number if less than five. If you key in four digits, the computer will assign a zero at the beginning of the number.</p> <p>Examples: 05667, 10134</p> <p>NOTE: Leave this field blank if the announcement does not have a test number.</p>
56	RAW (Raw Scores)	<p>If raw scores are written in the "Office Use Only" section of the application, key up to six 3-digit scores separated by commas.</p> <p>If no raw scores are given, the system may require them after the final score is entered. In this case, key three zeroes (000).</p>
58	VP (Veterans' Points)	<p>If veterans' points have been awarded, they should be written in the 'VP' box (field 58) in the "Office Use Only" section of the application.</p> <p>Acceptable Codes:</p> <p>If field 15 = NE..... field 58 = 00 If field 15 = 05..... field 58 = 05 or 00 If field 15 = 10..... field 58 = 10 or 00 If field 15 = blank field 58 = blank or 00</p> <p>NOTE: Veterans may choose not to request preference points on any application of their choice. If field 15 already has 05 or 10 points, and the applicant did not request points on this application, 00 must be keyed in field 58.</p>
61	SCR-CD (Score Code)	<p>Required only when data entering a corrected score or regrade.</p> <p>Acceptable codes:</p> <p>CS = CORRECTED SCORE</p> <p>RG = REGRADE.</p> <p>Used when a test was originally scored for one announcement number and is now being scored for another announcement using the same test.</p>
62	FINAL (Final Score)	<p>Acceptable codes:</p> <p>070-110 Numeric scores. Score should not exceed 100 without veterans points in field 58.</p> <p>ELM Applicant scored less than 70 and eliminated on the test.</p> <p>QLF Applicant graded as "qualified".</p> <p>GIE Test was given in error.</p> <p>W/D Applicant withdrew from the test before finishing.</p> <p>INC Test was incomplete.</p> <p>SKL Applicant graded as "skilled".</p>

JAPI
Data Enter LE, OC, SW, or AP

GRADED APPLICATION OVER AN EXISTING REJECT RECORD

- Step 1 Clear screen
- Step 2 Key: JAPI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: social security number
comma
class number
asterisk
comma
announcement number

Example: 000000000,C0103*,LE950682A
<ENTER>

Step 5 Change JAPI to JAPU

Step 6 Update fields 4 through 21 as needed, then key the following fields:

Field No.	Field Name	Comments
35	DUR (Duration)	Required Acceptable codes: P = Permanent S = Seasonal B = Either/both permanent or seasonal
36	TYPE	Required Acceptable codes: F = Full-time P = Part-time E = Either part- or full-time I = Intermittent J = Job share B = Any combination of the above
38	AV-DT (Availability Date)	This field is optional. Caution: A date in this field may cause the applicant to not certify. If the date is less than two weeks in the future, Do Not Key a date. To 'remove' a date in order to activate the file, key over all digits in this field with the current date. Acceptable format: MMDDYY

Field No.	Field Name	Comments
40	GEO-AV (Geographic Availability)	The location(s) the applicant is willing to work. Up to 40 locations can be listed. Each code must be keyed as 3 digits – if the code does not have a 3 rd digit, key a space. Example: 24M,34 ,26C Refer to Appendix for acceptable codes.
41	GEO-EX (Geographic Exception)	The geographic location(s) the applicant is NOT willing to work. Up to 2 locations can be listed. Refer to Appendix for acceptable codes.
42	AGY-AV (Agency Availability)	Identifies up to 3 agencies as the only ones the applicant wants their name certified to. Example: 10700
43	AGY-EX (Agency Exception)	Key up to 3 5-digit numbers of agencies for which the applicant's name will NOT be certified for this recruitment. Identify per following: <ul style="list-style-type: none"> • Agency's Choice: Identifies agencies not willing to consider this applicant. Key up to three 5-digit agency numbers followed by an 'A'. Example: 10700A • Applicant's Choice: Identifies agencies for which the applicant is not willing to work. Key up to three 5-digit agency numbers followed by a 'C'. Example: 10700C
44	CL-SK (Class Skills)	Required only for classifications that have skills assigned. Key up to 85 3-digit skill codes. Some skill codes include a blank space or a slash (/) mark. Examples: CRT,FS ,W/P,R N,LTP
45	ORGTEST (Original Test Date)	Key the date listed in the "Original Test Date" box of the "Office Use Only" section of application. If box is blank, key the date from 'Test Date' box. NOTE: This will be the same date as the examination date (field 46) if this is the first time the applicant has taken this test. Acceptable Format: MMDDYY
46	EXAM-DT (Exam Date)	Key the date listed in the "Test Date" box of the "Office Use Only" section of application. Acceptable Format: MMDDYY
48	BCH1 (Batch Address)	Required to identify the location of the processed application. Key one of the following: <ol style="list-style-type: none"> a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable agency batch codes.

Field No.	Field Name	Comments
49	AP-REC (Application Received Date)	Required. Key the received date stamped on the application. Acceptable Format: MMDDYY
50	AC (Application Accepted)	Required. Key 'X'.
51	RJ (Reject Code)	Space out the reject code and leave the field blank.
56	RAW (Raw Scores)	If raw scores are written in the "Office Use Only" section of the application, key up to six 3-digit scores separated by commas. If no raw scores are given, the system may require them after the final score is entered. In this case, key three zeroes (000).
58	VP (Veterans' Points)	If veterans' points have been awarded, they should be written in the 'VP' box (field 58) in the "Office Use Only" section of the application. Acceptable Codes: If field 15 = NE field 58 = 00 If field 15 = 05 field 58 = 05 or 00 If field 15 = 10 field 58 = 10 or 00 If field 15 = blank..... field 58 = blank or 00 NOTE: Veterans may choose not to request preference points on any application of their choice. If field 15 already has 05 or 10 points, and the applicant did not request points on this application, 00 must be keyed in field 58.
62	FINAL (Final Score)	Acceptable codes: 070-110: Numeric scores. Score should not exceed 100 without veterans points in field 58. ELM: Applicant scored less than 70 and eliminated on the test. QLF: Applicant graded as "qualified". GIE: Test was given in error. W/D: Applicant withdrew from the test before finishing. INC: Test was incomplete. SKL: Applicant graded as "skilled".
64	NARR (Narrative)	For tracking of this subsequent application, key a 3-digit numeric date code to identify the month and year that the current application was processed. <ul style="list-style-type: none">• first two digits = the current month: Jan = 01, Feb = 02, etc.• third digit = the final digit of the current year: (2002 = 02, 2003 = 03). Examples: December 12, 2002 = 122 March 1, 2003 = 033

JAPI
Data Enter LE, OC, SW, OR AP Graded Applications

GRADED APPLICATION OVER AN EXISTING GRADED RECORD

- Step 1 Clear screen
- Step 2 Key: JAPI
 <ENTER>
- Step 3 Key 'I' over the 'I'
 (or press tab)
- Step 4 Key: social security number
 comma
 class number
 asterisk
 comma
 announcement number

Example: 000000000,C0103*,LE950682A
 <ENTER>

Step 5 Change JAPI to JAPU

Step 6 Update fields 4 through 21 as needed, then key the following fields:

Field No.	Field Name	Comments
35	DUR (Duration)	Required Acceptable codes: P = Permanent S = Seasonal B = Either/both permanent or seasonal (or if unknown)
36	TYPE	Required Acceptable codes: F = Full-time P = Part-time E = Either part- or full-time I = Intermittent J = Job share B = Any combination of the above (or if unknown)
38	AV-DT (Availability Date)	This field is optional Caution: A date in this field may cause the applicant to not certify. If the date is less than two weeks in the future, Do Not Key a date. To 'remove' a date in order to activate the file, key over all digits in this field with the current date. Acceptable format: MMDDYY

Field No.	Field Name	Comments
40	GEO-AV (Geographic Availability)	The location(s) the applicant is willing to work. Up to 40 locations can be listed. Each code must be keyed as 3 digits – if the code does not have a 3 rd digit, key a space. Example: 24M,34 ,26C Refer to Appendix for acceptable codes
41	GEO-EX (Geographic Exception)	The geographic location(s) the applicant is NOT willing to work. Up to 2 locations can be listed. Refer to Appendix for acceptable codes
42	AGY-AV (Agency Availability)	Identifies up to 3 agencies as the only ones the applicant wants their name certified to. Example: 10700
43	AGY-EX (Agency Exception)	Key up to 3 5-digit numbers of agencies for which the applicant's name will NOT be certified. Identify per following: <ul style="list-style-type: none"> • Agency's Choice: Identifies agencies not willing to consider this applicant. Key up to three 5-digit agency numbers followed by an 'A'. Example: 10700A • Applicant's Choice: Identifies agencies for which the applicant is not willing to work. Key up to three 5-digit agency numbers followed by a 'C'. Example: 10700C
44	CL-SK (Class Skills)	Required only for classifications that have skill codes assigned. Key up to 85 3-digit skill codes. Some skill codes include a blank space or a slash (/) mark. Examples: CRT,FS ,W/P,R N,LTP
45	ORGTEST (Original Test Date)	Key the date listed in the "Original Test Date" box of the "Office Use Only" section of application. If box is blank, key the date from 'Test Date' box. (The date keyed here should be the same date as the examination date (field 46) if this is the first time the applicant has taken this test) Acceptable Format: MMDDYY
46	EXAM-DT (Exam Date)	Key the date listed in the "Test Date" box of the "Office Use Only" section of application. Acceptable Format: MMDDYY
48	BCH1 (Batch Address)	Required to identify the location of the processed application. Key one of the following: <ol style="list-style-type: none"> a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable agency batch codes.

Field No.	Field Name	Comments
49	AP-REC (Application Received Date)	Required. Key the received date stamped on the application. Acceptable Format: MMDDYY
50	AC (Application Accepted)	Required. Key "X"
55	EXAM (Exam Number)	Required if the announcement has a test number. Key either four (4) or five (5) digits. May key a zero at beginning of number if less than five. If you key in four digits, the computer will assign a zero at the beginning of the number. Examples: 05667, 10134 NOTE: Leave this field blank if the announcement does not have a test number.
56	RAW (Raw Scores)	If raw scores are written in the "Office Use Only" section of the application, key up to six 3-digit scores separated by commas. If no raw scores are given, the system may require them after the final score is entered. In this case, key three zeroes (000).
58	VP (Veterans' Points)	If veterans' points have been awarded, they should be written in the 'VP' box (field 58) in the "Office Use Only" section of the application. Acceptable Codes: If field 15 = NE..... field 58 = 00 If field 15 = 05..... field 58 = 05 or 00 If field 15 = 10..... field 58 = 10 or 00 If field 15 = blank..... field 58 = blank or 00 NOTE: Veterans may choose not to request preference points on any application of their choice. If field 15 already has 05 or 10 points, and the applicant did not request points on this application, 00 must be keyed in field 58.
62	FINAL (Final Score)	Acceptable codes: 070-110: Numeric scores. Score should not exceed 100 without veterans points in field 58. ELM: Applicant scored less than 70 and eliminated on test. QLF: Applicant graded as "qualified". GIE: Test was given in error. W/D: Applicant withdrew from the test before finishing. INC: Test was incomplete. SKL: Applicant graded as "skilled".
64	NARR (Narrative)	For tracking of this subsequent application, key a 3-digit numeric date code to identify the month and year that the current application was processed. <ul style="list-style-type: none">• first two digits = the current month: (Jan = 01, Feb = 02, etc.)• third digit = the final digit of the current year: (2002 = 02, 2003 = 03). Examples: December 12, 2002 = 122 March 1, 2003 = 033

JAPI Extend a Test Score

-
- Step 1 Clear screen
- Step 2 Key: JAPI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: social security number
comma
class number
asterisk
comma
announcement number

Example: 000000000,C0103*,LE950682A
<ENTER>
- Step 5 Change JAPI to JAPU
- Step 6 Update fields 4 through 21 as needed, then key the following fields:

Field No.	Field Name	Comments
35	DUR (Duration)	Either key new data or refresh the field
36	TYPE	Either key new data or refresh the field
44	CL-SK (Class Skills)	Either key new data or refresh the field (if applicable).
45	ORGTEST (Original Test)	Refresh the original test date (do not change the date)
46	EXAM-DT (Exam Date)	Key the new exam date
47	EXPIR-DT (Expiration Date)	Key the new expiration date (can be no more than 24 months from the original test date)
48	BCH1 (Batch 1)	Copy the batch number currently in BCH1 into BCH2 (field 63) then key the new batch code Refer to Appendix for acceptable agency batch codes.
49	AP-REC (application received)	Required. Key the received date stamped on the application. Acceptable Format: MMDDYY
55	EXAM (Exam Number)	Refresh the test number

JAPI Data Enter Accepted Transfer Applications

The announcement number for the statewide transfer list is always TR739999. Employees placed on an agency transfer list (IO739999) **will not certify** out to other agencies.

- Step 1 Clear screen
- Step 2 Key: JAPI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: social security number
comma
class number
asterisk
comma
announcement number

Example: 000000000,C0103*,TR739999

<ENTER>
- Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
4	NAME	Key: last name Comma (space) first name (space) middle initial Example: Smith, John A
5	ADDR (Address)	If a street address and PO Box are both listed, key the PO Box. Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation. PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOX ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line. Example: Susie Smith PMB 1234 4742 Liberty Rd S Salem OR 97302
7	CITY	Key the city name
8	ST (State)	Key 2-character state abbreviation code Refer to Appendix for acceptable codes.
9	ZIP (Zip Code)	Key 5-digit zip code

Field No.	Field Name	Comments
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) is prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>ALWAYS KEY AREA CODE IF IT'S AVAILABLE.</p> <p>If the area code is unknown, the following are acceptable prefix codes:</p> <p>800 = for 800 numbers RES = for home residence phone BUS = for business phone MES = for message phone TTY = for hearing impaired EXT = for extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Examples: 5039451234,BUS3734321,EXT25 RES9451234,BUS3734321,EXT25</p>
11	LIC # (Driver's License Number)	<p>Key only Oregon driver's license numbers. Must be seven (7) digits. Key zero(s) at the beginning of number if less than seven.</p> <p>Example: 0223344</p>
12	LST (Licensed State)	<p>Key only for Oregon Driver's License.</p> <p>Acceptable Code: OR</p>
13	EMP (Present or Last Employer)	<p>Key employer, followed by a semicolon (;) and the city. Key the two-letter state abbreviation if it's other than Oregon.</p> <p>Examples: Fred Meyer;Portland The Fabric Shop;Boise ID</p> <p>State of Oregon employers should be input as: OR ST-Agency Name;City</p> <p>Example: OR ST-Revenue;Salem</p>
19	SEX	<p>Acceptable codes:</p> <p>F = Female M = Male U = Unknown</p> <p>NOTE: If left blank, the system will generate a "U" in this field.</p>
21	ETH (Ethnic)	<p>Identifies the applicant's ethnicity</p> <p>Acceptable codes:</p> <p>A = Asian B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown</p> <p>Refer to Appendix for definitions of each ethnic group.</p> <p>NOTE: If left blank, the system will generate a 'U' in this field.</p>

Field No.	Field Name	Comments
35	DUR (Duration)	Required Acceptable codes: P = Permanent S = Seasonal B = Either/both permanent or seasonal (or if unknown)
36	TYPE	Required Acceptable codes: F = Full-time P = Part-time E = Either part- or full-time I = Intermittent J = Job share B = Any combination of the above (or if unknown)
40	GEO-AV (Geographic Availability)	The location(s) the applicant is willing to work. Up to 40 locations can be listed. Each code must be keyed as 3 digits – if the code does not have a 3 rd digit, key a space. Example: 24M,34 ,26C Refer to Appendix for acceptable codes.
41	GEO-EX (Geographic Exception)	The geographic location(s) the applicant is NOT willing to work. Up to 2 locations can be listed. Refer to Appendix for acceptable codes.
42	AGY-AV (Agency Availability)	Optional Identifies up to 3 agencies as the only ones the applicant wants their name certified to. Example: 10700
43	AGY-EX (Agency Exception)	Optional Key up to 3 5-digit numbers of agencies for which the applicant's name will NOT be certified. Identify per following: <ul style="list-style-type: none">• Agency's Choice: Identifies agencies not willing to consider this applicant. Key up to three 5-digit agency numbers followed by an 'A'. Example: 10700A• Applicant's Choice: Identifies agencies for which the applicant is not willing to work. Key up to three 5-digit agency numbers followed by a 'C'. Example: 10700C
44	CL-SK (Class Skills)	Required only for classifications that have skills assigned. Key up to 85 3-digit skill codes. Some skill codes include a blank space or a slash (/) mark. Examples: CRT,FS ,W/P,R N,LTP
45	ORGTEST (Original Test Date)	Key the date listed in the "Original Test Date" box of the "Office Use Only" section of application. If box is blank, key the date from 'Test Date' box. Acceptable Format: MMDDYY

JAPI Data Enter Injured Worker Applications

NOTE: The announcement number for Injured Worker lists is **always** IW739999.

- Step 1 Clear screen
- Step 2 Key: JAPI
 <ENTER>
- Step 3 Key 'I' over the 'I'
 (or press tab)
- Step 4 Key: social security number
 comma
 class number
 asterisk
 comma
 announcement number

Example: 000000000,C1487*,IW739999
<ENTER>

Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
4	NAME	Key: last name Comma (space) first name (space) middle initial Example: Smith, John A
5	ADDR (Address)	If a street address and PO Box are both listed, key the PO Box. Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation. PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOX ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line. Example: Susie Smith PMB 1234 4742 Liberty Rd S Salem OR 97302
7	CITY	Key the city name
8	ST (State)	Key 2-character state abbreviation code Refer to Appendix for acceptable codes.
9	ZIP (Zip Code)	Key 5-digit zip code

Field No.	Field Name	Comments
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) may be prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>ALWAYS KEY AREA CODE IF IT'S AVAILABLE.</p> <p>If the area code is unknown, the following are acceptable prefix codes:</p> <p>### = area code 800 = 800 numbers RES = home residence phone BUS = business phone MES = message phone TTY = hearing impaired EXT = extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Example: 5039451234,BUS3734321,EXT25</p>
19	SEX	<p>Acceptable codes:</p> <p>F = Female M = Male U = Unknown</p> <p>NOTE: If left blank, the system will generate a "U" in this field.</p>
21	ETH (Ethnic)	<p>Key the applicant's ethnicity</p> <p>Acceptable codes:</p> <p>A = Asian B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown</p> <p>Refer to Appendix for definitions of each ethnic group.</p> <p>NOTE: If left blank, the system will generate a 'U' in this field.</p>
35	DUR (Duration)	<p>Required</p> <p>Acceptable codes:</p> <p>P = Permanent S = Seasonal B = Either/both permanent or seasonal (or if unknown)</p>
36	TYPE	<p>Required</p> <p>Acceptable codes:</p> <p>F = Full-time P = Part-time E = Either part- or full-time I = Intermittent J = Job share</p>

Field No.	Field Name	Comments
		B = Any combination of the above (or if unknown)
39	RNEW-DT (Renew Date)	This field is auto populated by the system, and is protected. It is calculated at 36 months from injury date.
40	GEO-AV (Geographic Availability)	Key geographic availability to include a 35-mile commute or length of previous commute, whichever is greater. Up to 40 locations can be listed. Each code must be keyed as 3 digits – if the code does not have a 3 rd digit, key a space. Example: 24M,34 ,26C Refer to Appendix for acceptable codes.
44	CL-SK (Class Skills)	Key any skill codes applicable to the classification. May key up to 85 3-digit skill codes. Examples: CRT,FS ,W/P,R N,LTP
45	ORGTEST (Original Test Date)	Key the date requested to be placed on the injured worker list. Acceptable Format: MMDDYY
46	EXAM-DT (Exam Date)	Key the date requested to be placed on the injured worker list. Acceptable Format: MMDDYY
47	EXPIR-DT (Expire Date)	This field is auto populated by the system, and is protected. It is calculated at 36 months from injury date.
48	BCH1 (Batch Address)	Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable agency batch codes.
49	INJ-DT (Injury Date)	Key in the date the worker was injured. Acceptable Format: MMDDYY
50	AC (Application Accepted)	Required Acceptable Code: X
62	FINAL (Final Score)	Key in QLF.

<ENTER>

Step 6 File application(s) for the required retention period.

JAPI Data Enter Agency Layoff Applications

LO739999 announcements are for agency employees who are laid off. Your laid off employees placed on this list will appear at the top of **all certificates** you request.

LO lists are **not edited for skill codes**. Laid off employees will certify whether they have the skills requested or not.

-
- Step 1 Clear screen
- Step 2 Key: JAPI
 <ENTER>
- Step 3 Key 'I' over the 'I'
 (or press tab)
- Step 4 Key: social security number
 comma
 class number
 asterisk
 comma
 announcement number
- Example:** 000000000,C0103*,LO739999
- <ENTER>

Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
4	NAME	Key: last name Comma (space) first name (space) middle initial Example: Smith, John A
5	ADDR (Address)	If a street address and PO Box are both listed, key the PO Box. Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation. PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOX ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line. Example: Susie Smith PMB 1234 4742 Liberty Rd S Salem OR 97302
7	CITY	Key the city name
8	ST (State)	Key 2-character state abbreviation code Refer to Appendix for acceptable codes.
9	ZIP (Zip Code)	Key 5-digit zip code

Field No.	Field Name	Comments
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) may be prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>ALWAYS KEY AREA CODE IF IT'S AVAILABLE.</p> <p>If the area code is unknown, the following are acceptable prefix codes:</p> <p>### = area code 800 = for 800 numbers RES = for home residence phone BUS = for business phone MES = for message phone TTY = for hearing impaired EXT = for extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Example: 5419451234,BUS3734321,EXT25</p>
11	LIC # (Driver's License Number)	<p>Key only Oregon driver's license numbers. Must be seven (7) digits. Key zero(s) at the beginning of number if less than seven.</p> <p>Example: 0223344</p>
12	LST (Licensed State)	<p>Key only for Oregon Driver's License.</p> <p>Acceptable Code: OR</p>
13	EMP (Present or Last Employer)	<p>Key the agency name, city, and number of agency from which laid off.</p> <p>Example: DAS,Salem,10700</p>
19	SEX	<p>Acceptable codes: F = Female M = Male U = Unknown</p> <p>NOTE: If left blank, the system will generate a "U" in this field.</p>
21	ETH (Ethnic)	<p>Key the applicant's ethnicity</p> <p>Acceptable codes: A = Asian B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown</p> <p>Refer to Appendix for definitions of each ethnic group.</p> <p>NOTE: If left blank, the system will generate a 'U' in this field.</p>
35	DUR (Duration)	<p>Required</p> <p>Acceptable codes: P = Permanent S = Seasonal B = Either/both permanent or seasonal (or if unknown)</p>

Field No.	Field Name	Comments
36	TYPE	Required Acceptable codes: F = Full-time P = Part-time E = Either part- or full-time I = Intermittent J = Job share B = Any combination of the above (or if unknown)
40	GEO-AV (Geographic Availability)	The location(s) the applicant is willing to work. Up to 40 locations can be listed. Each code must be keyed as 3 digits – if the code does not have a 3 rd digit, key a space. Example: 24M,34 ,26C Refer to Appendix for acceptable codes.
44	CL-SK (Class Skills)	Leave blank NOTE: System ignores skill codes on LO lists. The skills that appear due to being keyed on other records will have no effect on LE739999 records.
45	ORGTEST (Original Test Date)	Key the employee's lay off date Acceptable Format: MMDDYY
46	EXAM-DT (Exam Date)	Key the employee's lay off date Acceptable Format: MMDDYY
48	BCH1 (Batch Address)	Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable codes.
49	AP-REC (Application Received Date)	Required. Key the employee's lay off date Acceptable Format: MMDDYY
50	AC (Application Accepted)	Required. Key 'X'
53	LOAGY (Layoff Agency)	Required. Key your 5-digit agency number
54	SERVCR (Service Credits)	Required on LO739999 lists (leave blank on IO lists) To be provided by agency from which laid off (calculated by number of months worked). If employee has worked 3 ½ months, key 00350. Grade notice will show 3.5 months.
62	FINAL	Leave blank (must be keyed on IO lists)

<ENTER>

Step 6 File the application(s) for the required retention period.

JAPI

Data Enter Statewide Reemployment Layoff Applications

NOTE: Since the RL739999 announcement number is used the Statewide Reemployment applicant groups. Skill code **RLO must be used** to identify the Statewide Reemployment Layoff candidates

- Step 1 Clear screen
- Step 2 Key: JAPI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: social security number
comma
class number
asterisk
comma
announcement number

Example: 000000000,C0103*,RL739999
<ENTER>

- Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
4	NAME	Key: last name Comma (space) first name (space) middle initial Example: Smith, John A
5	ADDR (Address)	If a street address and PO Box are both listed, key the PO Box. Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation. PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOX ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line. Example: Susie Smith PMB 1234 4742 Liberty Rd S Salem OR 97302
7	CITY	Key the city name
8	ST (State)	Key 2-character state abbreviation code. Refer to Appendix for acceptable codes.
9	ZIP (Zip Code)	Key 5-digit zip code.

Field No.	Field Name	Comments
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) may be prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>ALWAYS KEY AREA CODE IF IT'S AVAILABLE.</p> <p>If the area code is unknown, the following are acceptable prefix codes:</p> <p>### = area code 800 = for 800 numbers RES = for home residence phone BUS = for business phone MES = for message phone TTY = for hearing impaired EXT = for extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Example: 5419451234,BUS3734321,EXT25</p>
11	LIC # (Driver's License Number)	<p>Key only Oregon driver's license numbers. Must be seven (7) digits. Key zero(s) at the beginning of number if less than seven.</p> <p>Example: 0223344</p>
12	LST (Licensed State)	<p>Key only for Oregon Driver's License.</p> <p>Acceptable Code: OR</p>
13	EMP (Present or Last Employer)	<p>Key the agency name, city, and number of agency from which laid off.</p> <p>Example: DAS,Salem,10700</p>
19	SEX	<p>Acceptable codes: F = Female M = Male U = Unknown</p> <p>NOTE: If left blank, the system will generate a "U" in this field.</p>
21	ETH (Ethnic)	<p>Key the applicant's ethnicity</p> <p>Acceptable codes: A = Asian B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown</p> <p>Refer to Appendix to definitions of each ethnic group.</p> <p>NOTE: If left blank, the system will generate a 'U' in this field.</p>

Field No.	Field Name	Comments
35	DUR (Duration)	Required Acceptable codes: P = Permanent S = Seasonal B = Either/both permanent or seasonal (or if unknown)
36	TYPE	Required Acceptable codes: F = Full-time P = Part-time E = Either part- or full-time I = Intermittent J = Job share B = Any combination of the above (or if unknown)
40	GEO-AV (Geographic Availability)	The location(s) the applicant is willing to work. Up to 40 locations. Example: 24M,34 ,26C Refer to Appendix for acceptable codes.
44	CL-SK (Class Skills)	Required Key: RLO Also key any other skill codes applicable to the classification. May key up to 85 3-digit skill codes.
45	ORGTEST (Original Test Date)	Key the date employee is laid off. Acceptable Format: MMDDYY
46	EXAM-DT (Exam Date)	Key the date employee is laid off. Acceptable Format: MMDDYY
48	BCH1 (Batch Address)	Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable codes.
49	AP-REC (Application Received Date)	Required. Key the date employee is laid off. Acceptable Format: MMDDYY
50	AC (Application Accepted)	Required. Key 'X'
62	FINAL (Final Score)	Required. Key 100 (score is always 100)

<ENTER>

Step 6 File the application(s) for the required retention period.

JAPI Data Enter Secondary Recall Applications

Used **only** for employees who have been laid off from **OPEU** represented positions.

NOTE: The announcement number is always SR739999

- Step 1 Clear screen
- Step 2 Key: JAPI
<ENTER>
- Step 3 Key 'I' over the 'I'
(or press tab)
- Step 4 Key: social security number
comma
class number (can only use the class number from which laid off)
asterisk
comma
announcement number
- Example:** 000000000,C0103*,SR739999
- <ENTER>

Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
4	NAME	Key: last name Comma (space) first name (space) middle initial Example: Smith, John A
5	ADDR (Address)	If a street address and PO Box are both listed, key the PO Box. Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation. PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOX ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line. Example: Susie Smith PMB 1234 4742 Liberty Rd S Salem OR 97302
7	CITY	Key the city name
8	ST (State)	Key 2-character state abbreviation code Refer to Appendix for acceptable codes.
9	ZIP (Zip Code)	Key 5-digit zip code

Field No.	Field Name	Comments
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) may be prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>ALWAYS KEY AREA CODE IF IT'S AVAILABLE. If the area code is unknown, the following are acceptable prefix codes:</p> <p>### = area code 800 = for 800 numbers RES = for home residence phone BUS = for business phone MES = for message phone TTY = for hearing impaired EXT = for extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Example: 5419451234,BUS3734321,EXT25</p>
11	LIC # (Driver's License Number)	<p>Key only Oregon driver's license numbers. Must be seven (7) digits. Key zero(s) at the beginning of number if less than seven.</p> <p>Example: 0223344</p>
12	LST (Licensed State)	<p>Key only for Oregon Driver's License.</p> <p>Acceptable Code: OR</p>
13	EMP (Present or Last Employer)	<p>Key the agency name, city, and number of agency from which laid off.</p> <p>Example: DAS,Salem,10700</p>
19	SEX	<p>Acceptable codes: F = Female M = Male U = Unknown</p> <p>NOTE: If left blank, the system will generate a "U" in this field.</p>
21	ETH (Ethnic)	<p>Key the applicant's ethnicity</p> <p>Acceptable codes: A = Asian B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown</p> <p>Refer to Appendix for definitions of each ethnic group. NOTE: If left blank, the system will generate a 'U' in this field.</p>
35	DUR (Duration)	<p>Required</p> <p>Acceptable codes: P = Permanent S = Seasonal B = Either/both permanent or seasonal (or if unknown)</p>

Field No.	Field Name	Comments
36	TYPE	Required Acceptable codes: F = Full-time P = Part-time E = Either part- or full-time I = Intermittent J = Job share B = Any combination of the above (or if unknown)
40	GEO-AV (Geographic Availability)	The location(s) the applicant is willing to work. Up to 40 locations can be listed. Each code must be keyed as 3 digits – if the code does not have a 3 rd digit, key a space. Example: 24M,34 ,26C Refer to Appendix for acceptable codes.
42	AGY-AV (Agency Availability)	Required if 3 or fewer agencies If employee wishes to list more than 3 agencies this field will be left blank.
44	CL-SK (Class Skills)	Required for classifications that have skills assigned. Key up to 85 3-digit skill codes. Examples: CRT,FS ,W/P,R N,LTP
45	ORGTEST (Original Test Date)	Key the current date Acceptable Format: MMDDYY
46	EXAM-DT (Exam Date)	Key the current date Acceptable Format: MMDDYY
48	BCH1 (Batch Address)	Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable codes.
49	AP-REC (Application Received Date)	Required - key current date Acceptable Format: MMDDYY
50	AC (Application Accepted)	Required Key: X
52	REPR (Representation Code)	Required Key: OA
53	LOAGY (Layoff Agency)	Leave Blank
54	SRVCR (Service Credits)	Required To be provided by agency from which laid off (calculated by number of months worked). If employee has worked 3 ½ months, key 00350. Print out will show 3.5 months

JAPI Data Enter IO Applications

IO739999 announcements are used for 'other' agency-specific applicant tracking needs. Certificates of Eligibles lists can be pulled on these applicant lists.

NOTE: The system **does not** remove candidates from IO lists when they leave state service. You can **manually inactivate** these applicants if that's appropriate for your list.

-
- Step 1 Clear screen
- Step 2 Key: JAPI
 <ENTER>
- Step 3 Key 'I' over the 'I'
 (or press tab)
- Step 4 Key: social security number
 comma
 class number
 asterisk
 comma
 announcement number
- Example:** 000000000,C0103*,IODA0075
- <ENTER>

Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
4	NAME	Key: last name Comma (space) first name (space) middle initial Example: Smith, John A
5	ADDR (Address)	If a street address and PO Box are both listed, key the PO Box. Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation. PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOX ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line. Example: Susie Smith PMB 1234 4742 Liberty Rd S Salem OR 97302
7	CITY	Key the city name
8	ST (State)	Key 2-character state abbreviation code Refer to Appendix for acceptable codes.
9	ZIP (Zip Code)	Key 5-digit zip code

Field No.	Field Name	Comments
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) may be prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>ALWAYS KEY AREA CODE IF IT'S AVAILABLE.</p> <p>If the area code is unknown, the following are acceptable prefix codes:</p> <p>### = area code 800 = for 800 numbers RES = for home residence phone BUS = for business phone MES = for message phone TTY = for hearing impaired EXT = for extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Example: 5419451234,BUS3734321,EXT25</p>
11	LIC # (Driver's License Number)	<p>Key only Oregon driver's license numbers. Must be seven (7) digits. Key zero(s) at the beginning of number if less than seven.</p> <p>Example: 0223344</p>
12	LST (Licensed State)	<p>Key only for Oregon Driver's License.</p> <p>Acceptable Code: OR</p>
13	EMP (Present or Last Employer)	<p>Key the agency name, city, and number of agency from which laid off.</p> <p>Example: DAS,Salem,10700</p>
19	SEX	<p>Acceptable codes:</p> <p>F = Female M = Male U = Unknown</p> <p>NOTE: If left blank, the system will generate a "U" in this field.</p>
21	ETH (Ethnic)	<p>Key the applicant's ethnicity</p> <p>Acceptable codes:</p> <p>A = Asian B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown</p> <p>Refer to Appendix for definitions of each ethnic group.</p> <p>NOTE: If left blank, the system will generate a 'U' in this field.</p>
35	DUR (Duration)	<p>Required</p> <p>Acceptable codes:</p> <p>P = Permanent S = Seasonal B = Either/both permanent or seasonal (or if unknown)</p>

Field No.	Field Name	Comments
36	TYPE	Required Acceptable codes: F = Full-time P = Part-time E = Either part- or full-time I = Intermittent J = Job share B = Any combination of the above (or if unknown)
40	GEO-AV (Geographic Availability)	The location(s) the applicant is willing to work. Up to 40 locations can be listed. Each code must be keyed as 3 digits – if the code does not have a 3 rd digit, key a space. Example: 24M,34 ,26C Refer to Appendix for acceptable codes.
44	CL-SK (Class Skills)	Required only for classifications that have skills assigned. Key up to 85 3-digit skill codes. Some skill codes include a blank space or a slash (/) mark. Examples: CRT,FS ,WP,R N,LTP
45	ORGTEST (Original Test Date)	Key the employee's lay off date Acceptable Format: MMDDYY
46	EXAM-DT (Exam Date)	Key the employee's lay off date Acceptable Format: MMDDYY
48	BCH1 (Batch Address)	Required to identify the location of the processed application. Key one of the following: a. Agency batch code (application retained by agency) b. DAS batch number (retained by DAS HRSD) Refer to Appendix for acceptable codes.
49	AP-REC (Application Received Date)	Required. Key the employee's lay off date Acceptable Format: MMDDYY
50	AC (Application Accepted)	Required. Key 'X'
53	LOAGY (Layoff Agency)	Leave Blank
54	SERVCR (Service Credits)	Leave Blank
61	SCR-CD (SCORE CODE)	Leave Blank NOTE: System generates "IO" in this field
62	FINAL	Acceptable Codes: 070-110 - Numeric QLF - Qualified

Step 6 <ENTER>

Step 7 File the application(s) for the required retention period.

JAPI Correct an Expiration Date

Before making changes: Check JANI to determine what the eligibility and renewal periods are for the announcement (6 months, 12 months, etc.).

Step 1 Clear screen

Step 2 Key: JAPI
<ENTER>

Step 3 Key 'I' over the 'I'
(or press tab)

Step 4 Key: social security number
comma
class number
asterisk
comma
announcement number

Example: 000000000,C0813*,LE000299

<ENTER>

Step 5 Determine the correct expiration and renewal dates.

1. Look at the adopt, test, and capture dates and select the latest date,
2. Add the eligibility period – the result is the correct expiration date.

Example: The latest of the three dates is the capture date (03-01-03), and the eligibility period is 12 months.

3-1-2003 + 12 months = 3-1-2004

The correct expiration and renewal dates are 3-1-2004

Step 6 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
34	STATUS	1. If status is 'DC', key 'DC' over the existing 'DC' code 2. If status is anything other than 'DC' skip to field 39
39	RNEW-DT:	Key the correct renewal date
47	EXPIR-DT:	Key the correct expiration date

Step 6 <ENTER>

◆ ◆ END ◆ ◆

JAPI Correct An Applicant's Final Score

NOTE: Does NOT include instructions for adding or correcting Veterans' Preference points. For instructions in adding or correcting Veterans' Preference points, refer to JAPI.G.

- Step 1 Clear screen
- Step 2 Key: JAPI
 <ENTER>
- Step 3 Key 'l' over the 'l'
 (or press tab)
- Step 4 Key: social security number
 comma
 class number
 asterisk
 comma
 announcement number
- Example:** 000000000,C0103*,LE950682A
- <ENTER>

Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
56	RAW (Raw Score)	Key the corrected raw score (If changed)
61	SCR-CD (Score Code)	Key the corrected score code. Acceptable code: CS
62	FINAL (Final Score)	Key the corrected final score. Acceptable codes: Numerical score of 070 through 110 ELM = Eliminated GIE = Given in Error
66	NOTICE	Key: 229 to generate a notice (if requested by applicant)

Step 6 <ENTER>

.. . **END** .. .

JAPI UPDATE APPLICANT RECORDS

Applicant must submit a **written request** to change or update their records.

Check the last effective date (LEFF- field 25) on JAPI. If the screen date is more recent than the request date, you must determine if the requested changes have already been made to the applicant's record. If in question, call DAS Recruitment Services, Data Entry at 378-2827 for assistance.

FIELDS 4-27	FIELDS 34-63
Changes will apply to all records for this applicant	Changes will apply only to the record retrieved

Step 1 Clear screen

Step 2 Key: JAPI
 <ENTER>

Step 3 Key 'I' over the 'I'
 (or press tab)

Step 4 Key: social security number
 comma
 class number
 asterisk
 comma
 announcement number

Example: 000000000,C0103*,LE950682A

<ENTER>

Step 5 Change JAPI to JAPU and key the following fields affected by the update:

Field No.	Field Name	Comments
4	NAME	Key: last name comma space first name space middle initial Example: Smith, John A Last name can be hyphenated, but there cannot be a <u>space</u> within the last name.

Field No.	Field Name	Comments
5	ADDR (Address)	<p>If a street address and PO Box are both listed, key the PO Box.</p> <p>Do not use punctuation. The Postal Service's Optical Character Reader (OCR) does not "read" punctuation.</p> <p>PMB (personal mail box) - per the US Post Office, these boxes are located at the business where the box is rented (such as MAIL BOX ETC) and the street address accompanying the PMB # should be keyed as part of the applicant address. Put the PMB and street address on the same line.</p> <p>Example: Susie Smith PMB 1234 4742 Liberty Road South Salem, OR 97302</p> <p>MILITARY ADDRESS - DO NOT KEY</p> <p>Since military addresses require more fields than APPL/CERT can accommodate, key:</p> <ul style="list-style-type: none"> • "MILITARY ADDRESS" in the ADDR field, • "Salem" in the CITY field, • "OR" in the STATE field, and • "97301" in the ZIP field. <p>Then (on the same day keyed), email DAS Data Entry with the correct address.</p> <p>Data Entry will pull the grade notice, manually address an envelope, and mail the notice to the military address.</p>
7	CITY	If "Foreign Address" Do Not Key.
8	ST (State)	<p>Key 2-character state abbreviation code.</p> <p>Refer to Appendix for listing of acceptable codes.</p>
9	ZIP (Zip Code)	Key the applicant's 5-digit zip code.
10	TEL (Telephone)	<p>Key up to three 10-digit codes. 7-digit phone numbers (no hyphen) is prefixed with one of the following codes and extension numbers can be keyed into the next available phone number field:</p> <p>ALWAYS KEY AREA CODE IF IT'S AVAILABLE</p> <p>If the area code is unknown, the following are acceptable prefix codes:</p> <p>800 = for 800 numbers RES = for home residence phone BUS = for business phone MES = for message phone TTY = for hearing impaired EXT = for extension</p> <p>Example: 5034951235,5411234567,8002295555</p> <p>NOTE: Phone numbers with extensions should be keyed last since they break up the 10-digit sequence.</p> <p>Examples: 5039451234,BUS3734321,EXT25 RES9451234,BUS3734321,EXT25</p>

Field No.	Field Name	Comments
11	LIC # (Driver's License Number)	Key only Oregon driver's license numbers. Must be seven (7) digits. Key zeros at beginning of number if less than seven digits. Examples: 0035079,0223344
12	LST (Licensed State)	Key only if Oregon Driver's License. Acceptable Code: OR
13	EMP (Present or Last Employer)	Key employer, followed by a semicolon (;) and the city. Key the two-letter state abbreviation if it's other than Oregon. Examples: State of Oregon employers: OR ST-Revenue;Salem Other Oregon employers: Frey Meyer;Portland Out of state employers: The Fabric Shop;Boise ID
19	SEX	Acceptable codes: F = Female M = Male U = Unknown NOTE: If this field is left blank, the system will automatically generate a 'U' in this field.
20	DOB (Date of Birth)	Field no longer used.
21	ETH (Ethnic)	Acceptable codes: A = Asian or Pacific Islander B = African American H = Hispanic I = Native American or Alaskan Native W = Caucasian U = Unknown (key 'U' if more than one ethnic is listed) Refer to Appendix for definitions of each ethnic group. NOTE: If this field is left blank, the system will automatically generate a 'U' in this field.
34	STATUS	This field is computer assigned but may be changed through terminal update. At applicant's request, status Code 'AC' may be keyed to re-activate a record as long as the applicant is eligible for certification for that class/announcement. Status Code 'IN' may be keyed to inactivate an applicant record. Status Code 'DC' may be keyed when posting a disposition code manually.
35	DUR (Duration)	Acceptable codes: P = permanent S = seasonal B = permanent and/or seasonal

Field No.	Field Name	Comments
36	TYPE	<p>Acceptable codes: F = full time P = part-time E = full or part-time I = intermittent J = job share B = any combination of the above</p>
38	AV-DT (Availability Date)	<p>This field is optional. Caution: A date in this field may keep applicant from certifying. If the date is less than two weeks in the future, don't key a date here.</p> <p>Status will be AA if a date is entered in field 38.</p> <p>To 'remove' a date in order to reactivate the file, over-key all digits in this field with the current date.</p>
40	GEO-AV (Geographic Availability)	<p>Key up to 40 geographic codes. Each code must occupy 3 spaces followed by a comma.</p> <p>Example: 22A,03 ,24m.</p> <p>Refer to Appendix for acceptable 3-digit alpha-numeric city code, 3-digit metropolitan area codes, and 2-digit numeric county codes.</p> <p>NOTE: If EMA, PMA, SMA, or counties are selected, do not enter the individual cities within those Metro Areas or counties.</p> <p>Because not all cities and regions are listed on the PD100 application, the applicant may check the <i>OTHER</i> box and write in their geographic availability (such as county name).</p>
41	GEO-EX (Geographic Exception)	<p>Key up to two (2) cities or counties where the applicant is not willing to work.</p> <p>Refer to Appendix for acceptable codes.</p>
42	AGY-AV (Agency Availability)	<p>Key up to three (3) agencies the applicant wishes to work for. Refer to Appendix for acceptable agency codes.</p>
43	AGY-EX (Agency Exception)	<p>Candidate's Choice: Key up to 3 agencies applicant is not willing to work for. The 5-digit agency number is followed by a 'C' to indicate the exception is the applicant's choice.</p> <p>Example: 10700C</p> <p>Agency's Choice: Up to three agency numbers can be keyed. Provides a system edit so applicant's name will not certify to their agency. The 5-digit number is followed by an 'A' to indicate the exception is the agency's choice.</p> <p>Example: 15000A</p> <p>Refer to Appendix for acceptable agency codes.</p>
44	CL-SK (Class Skills)	<p>Key up to 85 3-digit skill codes. For skills with a slash mark (/) in the center, key as is. Example: CRT,W/P</p> <p>NOTE: To update existing records, applicants must re-certify their skills by submitting a new signed skill code sheet. After the new skill codes have been data entered, the request will be retained by DAS/HRSD Data Entry Unit.</p>

JAPI

Add or Update Veterans' Preference Points


Veterans' Preference points may be added or updated to one or more records.

- Step 1 Clear screen
- Step 2 Key: JAPI
<ENTER>
- Step 3 Key 'I' over the 'I' (or press tab)
- Step 4 Key: social security number
comma
class number
asterisk
comma
announcement number

Example: 000000000,C0103*,LE950682A
<ENTER>

- Step 5 Change JAPI to JAPU and key the following fields:

Field No.	Field Name	Comments
15	VP (Veterans' Points)	Key information to add or update veterans' preference points. Acceptable codes: 05 = 5 Points 10 = 10 Points NE = Not Eligible for preference points NS = If not requesting preference points for this record, but providing DOE and DOD.
16	DOE (Date of Entry)	Key applicant's Date of Entry. Acceptable format: MMDDYY
17	DOD (Date of Discharge)	Key applicant's Date of Discharge. Acceptable format: MMDDYY
58	VP (Veterans' Preference)	Key the number of points indicated. Acceptable codes: 05 = 5 Points applied to score 10 = 10 Points applied to score 00 = 0 Points applied to score
61	SCR-CD (Score Code)	Key if code indicated. Acceptable code: CS = Corrected Score



Field No.	Field Name	Comments
62	FINAL	Key: final score (if one is indicated)
66	NOTICE:	Key: 229 to generate a notice (if requested by applicant)

Step 6 <ENTER>

If there are multiple applications on file, repeat above steps for each record that is to be updated.

NOTE: • **Error Messages**

If the system generates an error message 120, 121, or 122, a code to 'over ride' the system will need to be keyed in VPEL (field 18):

• **Acceptable codes:**

V = Identifies a veteran eligible for veterans' points.

P = (Rarely used) Identifies a state employee who has not previously used veterans' preference.

◆◆ END ◆◆

VETERANS' PREFERENCE EXAMPLES

NOTE: These examples are provided for keying purposes only. For instructions on when to apply preference points, refer to your Recruitment User Manual.

Example 1 – Accepted application - Applicant claims and qualifies for veterans' preference

OK

VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215				
POINTS: (CIRCLE) 5 10	DATE OF ENTRY (M-D-Y): 8-23-89	DATE OF DISCHARGE (M-D-Y): 8-23-92	BRANCH OF SERVICE: Army	AREA OF ARMED CONFLICT:

OFFICE USE ONLY										
SKILL CODES <input type="checkbox"/> :					<input type="checkbox"/> ACCEPTED (Instructions Enclosed) <input type="checkbox"/> NOT ACCEPTED _____ Reviewer's Initials and Date:					
ORIGINAL TEST DATE:		TEST DATE:			EXPIRATION DATE:			ORIG BATCH CODE:		
TEST NUMBER	RAW SCORE						V. P.	S.C.	FINAL	
	1	2	3	4	5	6				
							05			

DATA ENTRY INSTRUCTIONS (JAPI):

- | | |
|---|---|
| 1. Field 15 Key 5 (or 10) | 3. Field 17 Key the date of discharge |
| 2. Field 16 Key the date of entry | 4. Field 58 Key 05 |

Example 2 - Accepted application - Applicant claims preference points, but is not eligible

NE

VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215				
POINTS: (CIRCLE) 5 10	DATE OF ENTRY (M-D-Y): 8-23-89	DATE OF DISCHARGE (M-D-Y): 8-23-92	BRANCH OF SERVICE: Army	AREA OF ARMED CONFLICT:

OFFICE USE ONLY										
SKILL CODES <input type="checkbox"/> :					<input type="checkbox"/> ACCEPTED (Instructions Enclosed) <input type="checkbox"/> NOT ACCEPTED _____ Reviewer's Initials and Date:					
ORIGINAL TEST DATE:		TEST DATE:			EXPIRATION DATE:			ORIG BATCH CODE:		
TEST NUMBER	RAW SCORE						V. P.	S.C.	FINAL	
	1	2	3	4	5	6				
							00			

DATA ENTRY INSTRUCTIONS (JAPI):

- | | |
|---|---|
| 1. Field 15 Key NE | 3. Field 17 Key the date of discharge |
| 2. Field 16 Key the date of entry | 4. Field 58 Key 00 (zero, zero) |

VETERANS' PREFERENCE

EXAMPLES

Example 3 - Accepted Application - Applicant claims preference points, but fails to attach a copy of DD214/DD215.

NO

VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215				
POINTS: (CIRCLE) 5 10	DATE OF ENTRY (M-D-Y): 8-23-75	DATE OF DISCHARGE (M-D-Y): 8-23-79	BRANCH OF SERVICE: Army	AREA OF ARMED CONFLICT:

OFFICE USE ONLY										
SKILL CODES <input type="checkbox"/> :							<input type="checkbox"/> ACCEPTED (Instructions Enclosed) <input type="checkbox"/> NOT ACCEPTED _____ Reviewer's Initials and Date:			
ORIGINAL TEST DATE:		TEST DATE:		EXPIRATION DATE:			ORIG BATCH CODE:			
TEST NUMBER		RAW SCORE						V. P.	S.C.	FINAL
		1	2	3	4	5	6			
								00		

DATA ENTRY INSTRUCTIONS (JAPI):

- Field 58Key 00

Example 4 - Rejected Application - Applicant claims and qualifies for preference points, but application is not accepted.

OK

VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215				
POINTS: (CIRCLE) 5 10	DATE OF ENTRY (M-D-Y): 8-23-78	DATE OF DISCHARGE (M-D-Y): 8-23-84	BRANCH OF SERVICE: Army	AREA OF ARMED CONFLICT:

OFFICE USE ONLY										
SKILL CODES <input type="checkbox"/> :							<input type="checkbox"/> ACCEPTED (Instructions Enclosed) <input type="checkbox"/> NOT ACCEPTED _____ Reviewer's Initials and Date:			
ORIGINAL TEST DATE:		TEST DATE:		EXPIRATION DATE:			ORIG BATCH CODE:			
TEST NUMBER		RAW SCORE						V. P.	S.C.	FINAL
		1	2	3	4	5	6			

DATA ENTRY INSTRUCTIONS (JAPI):

- Field 15Key 5 or 10 (as circled)
- Field 16Key the date of entry
- Field 17Key the date of discharge

VETERANS' PREFERENCE

EXAMPLES

Example 5 - Applicant provides veterans' information, but does not claim preference points.

VETERANS' PREFERENCE - To Receive Credit, Attach a Copy of Your DD214/DD215				
POINTS: (CIRCLE) 5 10	DATE OF ENTRY (M-D-Y): 8-23-69	DATE OF DISCHARGE (M-D-Y): 8-23-82	BRANCH OF SERVICE: Army	AREA OF ARMED CONFLICT:

OFFICE USE ONLY										
SKILL CODES <input type="checkbox"/> :							<input type="checkbox"/> ACCEPTED (Instructions Enclosed) <input type="checkbox"/> NOT ACCEPTED _____ Reviewer's Initials and Date:			
ORIGINAL TEST DATE:		TEST DATE:		EXPIRATION DATE:			ORIG BATCH CODE:			
TEST NUMBER		RAW SCORE						V. P.	S.C.	FINAL
		1	2	3	4	5	6			

DATA ENTRY INSTRUCTIONS (JAPI):

1. Field 16Key the date of entry
3. Field 17Key the date of discharge

VETERANS' PREFERENCE ERROR MESSAGES

1. **74-VP (APPI)** Veterans' points can be 05, 10, 00, or can be left blank.
2. **84-VP JAPI/APPL** Veterans' points of 05 or 10 (in field 58) must be the same as existing Veterans Preference in field 15.
3. **102-JAPI VP I/W** Veterans' Preference cannot be entered for a "JAPI" with an announcement prefix of LO or TR. This is a compatibility edit performed on any 'JAPI' update or add.

SITUATION:

- a. **Existing record** is on the system **with** veterans' preference points.
- b. **New record** was data entered) **without** veterans' preference. The system will not accept the new record with field 58 blank since the applicant's record already includes veterans' points in field 15. These two fields must be compatible.

REMEDY:

- a. Field 18: Key: V (an over-ride code to allow non-compatible entries in fields 18 and 58)
 - b. Field 58: Key: 00
4. **112-VPEL INVAL** Veterans' Preference eligibility code in the APPL' does not equal P or space
 5. **113-VP INVALID** Veterans' Preference in the APPL' does not equal 05, 10, NE, or NS
 6. **120-VPEL RE DOE** If a VP of 05 or 10 is shown, VETS showing a Date of Discharge after 10-14-76 must also have a VP eligibility code of A or P

◆◆ END ◆◆

JAPI Post Disposition Codes Manually

If the certificate does not display when accessed through J280, the disposition code cannot be posted to the J280 file and you must post the disposition code manually.

Manual posting is updating the applicant's JAPI status to what it would have been changed to if the certificate had been dispositioned in the J280 file.

The procedure varies depending on the disposition code. Follow these procedures for each disposition code.

NOTE: For full descriptions of disposition codes, refer to the J280 section.

DISPOSITION CODE	PROCEDURE
A (Appointed)	Applies to all records at the same or lower classification to which appointed. Key: DC in STATUS (field 34) and DCM in NARR (field 64) on all JAPI records for which the classification is the same or lower salary range than the classification to which appointed.
D2 (No longer available for this location)	Status on list is not affected. Update geographic availability codes as needed
D3 (No longer available for positions for this duration of appointment)	Status on list is not affected. 1) Display JAPI for the same class and announcement number that appears on the certificate. 2) Update the duration code in DUR (field 35) and type code in TYPE (field 36) as needed.
D4 (No longer available for positions at this or lower level)	Follow the same procedures listed for Disposition Code A .
D5 (Waived appointment due to personal circumstances)	Key: DC in STATUS (field 34), and DCM in NARR (field 64) on every JAPI record.
FR (Failed to reply)	Key: DC in STATUS (field 34) and DCM in NARR (field 64) for the class and announcement number for which applicant failed to reply.
NSC (Not suitable for any position in the classification)	Key: DC in STATUS (field 34) and 'NSC' in NARR (field 64)
NSA (Not suitable for any position in the class within the agency)	For Statewide Lists: Key: a. the agency number followed by an A – this must be the same agency number appearing on the certificate Example: 10700A b. DCM in NARR (field 64) For Agency Specific Lists: Key: DC in STATUS (field 34) and DCM in NARR (field 64)
WA (Wrong address)	Key: a. the date of the certificate in WRNGAD (field 27) b. DC in STATUS (field 34) c. DCM in NARR (field 64) This will automatically inactivate All JAPI records for this applicant.

**APPLICANT/CERTIFICATION User Manual
NARRATIVE CODE DEFINITIONS**

CODE	DEFINITION - Narrative codes (field 64) in JAPI records.
CER	Applicant file changes request via certificate
DAS	DAS removed veterans' points from applicant's record(s) since applicant already appointed to a State job from list on which Veterans' Preference was claimed.
DCM	Disposition code posted manually
DEC	Declined (declined first job offer on layoff list, etc.)
DED	Deceased
ELG	Exam eligibility date extended due to keying error in processing application (See applicant/employee folder)
FAL	Falsification of application suspected
GIE	Given in error
HST	Former records for specific class were not input
LNA	List never adopted
LTR	Request received by letter
MMY	Month/Month/Year
NAP	No application received
NSC	Not suitable candidate
NSP	Not suitable for position (does not meet MQs required on option within class, etc.)
NSS	Not suitable skills
PER	Eligible for permanent only (LO lists only)
PHN	Request received by phone
PRV	Provisional appointment
P/T	Eligible for part-time only (LO lists only)
REC	Reclassified to comparable or higher classification than exam
REV	Official representative or interpreter test review
SEA	Eligible for seasonal only (LO lists only)
SEP	Separated employee
SSN	Social Security Number change has been made
STA	Application sent to agency for processing
TSR	Too soon for retake
VET	Veterans points maintained
VPD	Veterans points denied
VPL	Veterans points letter
VPP	Veterans point for promotion
VPV	Veterans points verified
WSB	Work Style Behavior
001	Mechanical Competency test given in error to: (see log)
002	Gamma 'A' given in error (Raw score 57)
003	Mechanical Competency AA given in error (Raw score 39)
004	Removed due to false information
005	New test (Old test given in error)

**APPENDIX
JAPI STATUS CODES (Field 34)**

CODE	DEFINITION
AA	Record is active but not certifiable because there is an availability date more than 30 days in the future listed in 'AV-DT' field (38). The system automatically updates record to 'AC' when within 20 days of the date listed in 'AV-DT' field (38).
AC	Record is active and certifiable .
AE	Record is active but not certifiable because there is an exam eligibility date more than 20 days in the future listed in 'EL-DT' field (37). The system automatically updates record to 'AC' when within 20 days of the date listed in 'EL-DT' field (37). NOTE: This code is not currently in use - applicants must meet the MQs at the time they apply or their application will not be accepted.
AW	Record is active but not certifiable because there is a wrong address date and the address change date is absent or previous to the wrong address date.
AX	Record is either: a) active but not certifiable because renewal date is previous to the current date; or b) inactive and not certifiable because expiration date is previous to current date (expired).
AZ	Record is active but not certifiable because two or more of the above conditions exist. (AW, AA, AE or AX)
DA	Record is inactive because of a disposition code, and an availability date condition exists.
DC	Record is inactive because of a disposition code of either A, FR, D4, D5, NSC1, NSC3, NSC4, NSC5 or NSC7 has been entered.
DE	Record is inactive because of a disposition code, and an eligibility date condition exists.
DW	Records is inactive because of a disposition code and a wrong address.
DX	Record is inactive because of a disposition code, and a renewal date condition exists.
DZ	Record is inactive because of a disposition code, and two or more conditions exist.
IA	Record is inactive , plus an availability date condition exists.
IE	Record is inactive , plus an eligibility date condition exists.
IN	Record is inactive .
IW	Record is inactive , plus a wrong address condition exists.
IX	Record is inactive , plus a renewal date condition exists
IZ	Record is inactive , plus two or more conditions exist.

NOTE: Only AC, DC, or IN status code may be **manually data entered**. All other status codes are computer assigned.

.. . END .. .

JAPI
Correct Social Security Numbers

All Social Security Number Corrections are processed by DAS/HRSD Data Entry

If you have a Social Security Number that needs to be corrected, submit the change request in writing to Data Entry via one of these methods:

1. Email at: DASHRSDDATAENTRY@das.state.or.us
2. Fax: (503) 378-4596
3. Written memo to: Human Resource Services Division
Attn: Data Entry
155 Cottage Street NE U40
Salem, OR 97301-3968

Please identify the following information with your request:

1. Applicant's Name
2. Incorrect Social Security Number
3. Correct Social Security Number

If you have any questions regarding SSN corrections, please call DAS Data Entry at: (503) 378-2827.

NOTE: Please include the class and announcement numbers with your correspondence to assist in locating your file in case you have a question at a later time.

.. . **END** .. .

JAPI ERROR CODES

ERROR CODE & MESSAGE	DESCRIPTION
01-TCR READ	Terminal being used is not listed in user agency table.
03-ACMT UNFND	<ul style="list-style-type: none"> • Announcement Number must be corrected and re-entered; • Announcement keyed not found on Announcement File; • No additions to an announcement will be permitted if the announcement has a cancel date or if the announcement is deleted.
04-CLASS UNFND	Class Number must be found on the Compensation Control File.
09-SSN	SSN Number must be numeric.
10-NAME REQD	Name is required for a JAPI add.
11-ADDR REQD	Street Address required for a JAPI add.
12-CITY REQD	City required for a JAPI add.
13-ST REQD	State required for a JAPI add.
16-NAME	<ul style="list-style-type: none"> • Name must be alpha except for comma following last name, and this comma must be followed by a space; • Name must not begin with a space.
17-ST	State must be one of the approved Post Office codes. Refer to Appendix for acceptable codes.
18-ZIP	Zip code can be either numeric or blank.
19-CNTY	No longer used
20-SEX	<ul style="list-style-type: none"> • Sex Code must be F, M, or U; • Field cannot be blank (if left blank, the system will generate a "U" code).
21-DOB	No longer used
22-ETH	<ul style="list-style-type: none"> • Ethnic Code can be A, B, H, I, W, or U; • Field cannot be blank (if left blank, the system will generate a "U" code).
24-VP	<ul style="list-style-type: none"> • Veterans' Preference can be NE, 05, or 10; • Cannot be blank.
25-LIC#	<ul style="list-style-type: none"> • Cannot be more than 7 characters; • Must be left justified.
27-AD-CHG-DT	<ul style="list-style-type: none"> • Address Change Date cannot be greater than current date nor more than three years past; • It can be blank.
28-WRONG-AD-DT	<ul style="list-style-type: none"> • Wrong Address Date cannot be greater than current date nor more than three years past; • It can be blank.
29-CNT	<ul style="list-style-type: none"> • Contact Code can be 'Y' or can be left blank.
38-CAP-DT-APPL	If keyed, cannot be subsequent to today's date. Acceptable Format: MMDDYY
39-GEOG AV REQD	Geographic Availability must be present if status equals 'AC'.

ERROR CODE & MESSAGE	DESCRIPTION
42-ACMT UNFND	<ul style="list-style-type: none"> Announcement must be corrected and re-entered; Announcement Number must be found on the Announcement File.
44-JAPI ADD	Social Security Number not entered in proper position.
47-STORAGE	Update not permitted on storage record.
48-DELETED	Deleted JAPI cannot be updated.
49-JAPI READ	Transaction is not valid unless Class and Announcement Number are keyed.
51-STATUS	<ul style="list-style-type: none"> Status must be AC, IN, DC, OT, or blank; If reject code entered, status must be AC, IN, DC, or blank; If EXAM DATE entered, status must be entered; If EXAM DATE not entered, status must not be entered; EXAM DATE, REJECT CODE, and STATUS must not all be entered; If EXAM DATE entered and REJECT CODE blank, STATUS must be entered; If EXAM DATE blank and REJECT CODE entered, STATUS must be entered.
52-DURATION	<ul style="list-style-type: none"> Permanent/Seasonal Code must be P, S, or B; or It can be blank when entering a reject application.
53-TYPE	<ul style="list-style-type: none"> Part-time/Full-Time Code must be P, F, or B; or It can be blank when entering a reject application
54-EL DT	<ul style="list-style-type: none"> Eligibility Date cannot be more than 2 months in the past nor more than 1 year in the future; It can be blank.
55-AV DT	<ul style="list-style-type: none"> Availability Date cannot be more than two months in the past nor more than two years in the future; It can be blank.
57-GEO AV	<ul style="list-style-type: none"> Must be a valid City/County code. Refer to Appendix for acceptable codes; It can be blank when entering a reject application
58-GEO EX	<ul style="list-style-type: none"> Must be a valid City/County code. Refer to Appendix for acceptable codes; It can be blank when entering a reject application
59-AGY AV	<ul style="list-style-type: none"> Must be a valid Agency Control File; It can be blank.
61-AP REC DT	<ul style="list-style-type: none"> Must not be greater than current date nor more than 3 years past; It cannot be blank.
62-APPL/AC	<ul style="list-style-type: none"> Application Accept can be 'X'; It can be blank when entering a reject application.
63-APL/RJ	<p>Acceptable Codes are: AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, EA, EB, EC, ED, EE, OA, OB, OC, OD, OE, OF, OG, OH, OI, TA, TB, TC.</p>

ERROR CODE & MESSAGE	DESCRIPTION
65-EXAM DT	<ul style="list-style-type: none"> Exam date cannot be more than 3 years in the past nor more than 1 month in the future; It cannot be blank.
66-WRN	<ul style="list-style-type: none"> Written Score can be numerical (070 – 100), ELM, INC, QLF, W/D, or it can be blank. <p>NOTE: Exam Number is required if Written Score is keyed.</p>
67-RAW	At least one Raw Score is required for each Exam Number.
68-EXAM NOT FOUND	Exam does not match with JANI database.
69-EXAM ALPHA	5-digit exam number should be numerical.
70-ORL	Interview Score can be 070 - 100; or it can be ELM, INC, NIO, or W/D.
71-PMR	Promotional Merit Rating can be 070 - 100; or it can be ELM, QLF, or blank.
72-TYP	Typing Score can be 040 - 149; or it can be ELM, INC, or blank.
73-SHD	Shorthand Score can be 080 - 179; or it can be ELM, INC, or blank.
74-VP (APPI)	Veterans' Points can be 05, 10, 00, or blank.
75-LO AGY	<ul style="list-style-type: none"> Agency must be present on the Agency File; or It can be blank.
76-SRV CR	Service Credit score can be numeric or left blank.
77-SCR CD	Score Code can be RG or CS or a space.
79-FINAL I/W	Final Score cannot be entered for a JAPI with an announcement prefix of HR, LO, or TR. This is a compatibility edit performed on any JAPI or update.
80-ACT	Action Code can be D or X, or blank.
81-DUR REQD	<ul style="list-style-type: none"> Duration cannot be space or blank if Status equals AC. Duration is required if Final Score, Service Credit Score, or prefix of TR in Announcement Number is present.
82-TYPE REQD	<ul style="list-style-type: none"> Type cannot be space or blank if Status equals AC. Type is required if Final Score, Service Credit Score, or prefix of TR in Announcement Number is present.
83-EX# REQD	At least one Examination Number is required.
84-VP JAPI/APPL	Veterans' Points of 05 or 10 must be the same as Veterans Preference existing in the 'APPL'
87-LO AGY REQD	Agency is required if Service Credit is keyed and if the Announcement prefix is LO.
88-SERV CR REQD	Service Credit score is required if Announcement prefix is LO. NOTE: Layoff Agency is required if Service Credit is keyed if the Announcement prefix is LO.
90-FINAL REQD	<ul style="list-style-type: none"> Final Score must be keyed if a Score Code of CS is keyed; Final Score of 070 - 110 or QLF results in Status of AC; Keying Final Score results in a Grade Notice unless Batch Notice is keyed with 4 asterisks (****).

ERROR CODE & MESSAGE	DESCRIPTION
91-AP REC REQD	The application received date is required
92-RNEW DT	<ul style="list-style-type: none"> • Renewal Date can be keyed to over-ride the expiration date, providing status is AC; • Renewal Date, if keyed, is edited so it is not later than the Exam purge date; • Renewal Date cannot be keyed if Status is other than AC.
93-ACMT CLOSED	Application Received Date cannot be more than 7 days after the Announcement Close Date for EXAM adds. NOTE: Application Received Date, along with Final Score and Score Code, should be keyed for a "Re-take".
95-CAP DT, EXAM	If keyed, cannot be subsequent to today's date.
96-SCR CD REQD	Score Code must be keyed if Final Score is re-keyed.
99-EXAM DT REQD	Exam Date must be present if Final Score or a Service Credit Score is present; the reverse is also true; Edit bypassed if Announcement prefix equals TR.
102-JAPI VP I/W	Veterans' Preference cannot be entered for an "JAPI" with an announcement prefix of LO or TR. This is a compatibility edit performed on any 'JAPI' update or add.
103-VP JAPI REQD	When Veterans' Preference in the 'APPL' is 05 or 10, then Veterans' Preference in the EXAM must be other than blank.
104-ACMT DELETE	No adds or updates of 'JAPI' will be permitted for class and announcements identified as deleted. 'JAPI' will be displayable.
105-AP REC REQD	Application Received Date is required on all EXAM adds.
106-ANCT CANCEL	Announcement or list has been cancelled.
109-SKILL REQD	When the final score is ELM, INC, GIE, W/D or is a space and the accept, reject or "hold code" (no longer used) has been keyed, skills don't have to be keyed
NOTE: Edits 110-115 apply when either the date of discharge or date of entry is a non-space and any of the four 'APPL VP' data elements are entered.	
110-DOD INVALID	Date of Discharge in the 'APPL' is not in the correct form of 'MMDDYY'; or Date of Discharge (field 17) is not blank.
111-DOE INVALID	Date of Entry in the 'APPL' is not in the correct form of 'MMDDYY'; or Date of Entry is not blank.
112-VP EL INVAL	Veterans' Preference eligibility code in the 'APPL' does not equal A, P, or blank.
113-VP INVALID	Veterans' Preference in the 'APPL' does not equal 05, 10, NE, or NS.
114-VP NONVET	The Veterans' Preference code must be NS or blank.
115-VP EL NONVET	The Veterans' Preference eligibility code must be blank.

ERROR CODE & MESSAGE	DESCRIPTION
NOTE: Edits 116-122 apply if both date of discharge and date of entry are a space and any of the four 'APPL VP' data elements are entered.	
116-DOD NOT NUM	Date of Discharge in the 'APPL' is not numeric.
117-DOE NOT NUM	Date of Entry in the 'APPL' is not numeric.
118-DOD LS DOE	Date of Discharge must be greater than Date of Entry.
119-VP FOR VET	Veterans' Preference must equal 05, 10, or NE.
120-VP EL RE DOE	If a VP of 05 or 10 is shown, VETS showing a Date of Discharge after 10-14-76 must also have a VP eligibility code of V or P. (The VP eligibility code is VPEL-field 18.)
121-VP EL & EMPL	Veterans' Preference in the 'APPL' indicates 05, employing agencies are non-zero and VP eligibility code is not 'P'.
122-DOD TOO OLD	Veterans' Preference in the 'APPL' indicates 05 and the Date of Discharge is more than 15 years ago relative to the current date.
123-SERV CR I/W	The service credit is not zero <u>and</u> the announcement prefix is not LO, RL, or SR.
124-FINAL & VP	If Final Score is numeric, then it must be 75 or more if 'APPI' Veterans' Preference is 05; and 80 or more if 'APPI' Veterans' Preference is 10.
125-LO AGY I/W	Layoff Agency can be entered for an 'APPI' only if the announcement prefix is LO. This is a compatibility edit performed on any 'APPI' add or update.
127-EXP/AP-REC	The test date cannot be prior to the received date.
131-TST-DT-YMD	Test Date must be numeric in the form 'MMDDYY' where: MM = Month (01 - 12) DD = Day (01 - 31) YY = Year
132-EXP-DT-ERROR	Exam Expiration Date for a written or T&E exam is more than five years from Test Date.
133-EXP-DT-LO	The Exam Expiration Date shall be 24 mos from the exam date.
134-STATUS/REJ	The STATUS field is blank and the REJECT CODE is not blank.
137-RTAKE	When keyed, the Retake Date must be numeric and in the format 'MMDDYY' where: MM = Month (01 - 12) DD = Day (01 - 31) YY = Year

JLST CERTIFICATE REQUEST SCREEN

INTRODUCTION



JLST is used to generate, from a specific list of eligible applicants, either:

- a. A **Certificate of Eligibles List** from which an appointment to a vacant position may be made; or
- b. An **Information List** that you can use for informational purposes only.

To fill a vacant position you may request DAS Data Entry pull the Certificate of Eligibles by:

- a. Completing and submitting a "Request for Certification" (form PD134); or
- b. Phoning the request to DAS Data Entry at (503) 378-2827.

NOTE: Please have all pertinent data at hand before calling.

If you have remote access, you may data enter your own Certificate requests. With remote access you may also develop and use your own Certificate Request form which can be used for documentation in your recruitment file.

Lists expire and are being added (and sometimes cancelled) daily - and some classifications have multiple applicant lists. Check the "Eligible List Statistics by Availability" report to:

- See if an existing list is still available for use; and
- Identify the correct announcement number.

To obtain a copy of the "Eligible List Statistics by Availability" report, call the DAS/HRSD at (503) 373-0959.

Please cancel Information Lists before 5:00 p.m. on the same day it's requested.

Information lists are automatically purged from the system the evening of the same day the list was requested, but only **after it's printed**. Canceling unneeded lists will reduce paper waste and help keep the system clear of unnecessary information.

Restoring Certificates: If the Certificate is still on the J280 screen, it can be restored. Certificates can usually be restored within seven (7) days from the date of cancellation.

APPLICANT/CERTIFICATION USER MANUAL

JLST SCREEN DISPLAY

JLST PAGE: 1
STATUS DISPLAY
PRINT/ ON-LINE: 2 OFF-LINE: 3 DISPLAY: 4 DELETE: 5 SSN: 6
CL: 7 ANN: 8 AGY: 9 REQ: 10 CERT: 11 TERM: 12
CERTIFICATE REQUEST DATA
* PREV CERT NO: 13 AGENCY: 14 REQUEST: 15
RANDOM: 16 ASIAN: 17 AF AM: 18 HISPANIC: 19 NA/AN: 20 ALL POC: 21 FEMALE: 22
CLASS: 23
ANNOUNCEMENT: 24
* WORKING CLASS TITLE: 25
TYPE OF LIST: 26 REPR: 27 SR: 28 TP: 29 LO: 30 TR: 31 SH: 32 RC: 33
PERM/SEASONAL: 34 RL: 35 TE: 36 OT: 37
PART/FULL-TIME: 38
TOTAL NO. POSITIONS: 39
MAXIMUM NO. NAMES: 40
POSITION NOS: 41
* GEOGRAPHIC AVAILABILITY: 42
LOCATION OF POSITION: 43
* CLS SKILLS: 44
* ECONOMICALLY DISADVANTAGED: 48
* SKILL OPTION: 45 * SEX: 46 * AGE: 47
* ANTICIPATED APPOINTMENT DATE: 49

JLST Screen Definitions

This section describes each field of JLST. For instructions on specific data entry needs, refer to the section that covers that subject matter.

NOTE: The number shown in brackets in the "Field Name" column indicates the maximum number of characters for that field.

Field No.	Field Name	Comments
1	PAGE [2]	The page number of the certification screen.
2	ON-LINE [1]	A code that directs the computer to print the certificate on the printer in your office.
3	OFF-LINE [1]	A code that directs the computer to print the certificate at the DAS Computer Center. This is an overnight process.
4	DISPLAY [1]	A code that directs the computer to display the candidates' names and addresses on your monitor.
5	DELETE [1]	A code to direct the system to delete the certificate. NOTE: Certificates can only be deleted through the JLST screen the same day the certificate is requested. To delete a certificate after the date of initial input, refer to instructions in section J280.
6	SSN (Social Security Number)	No longer used
7	CL (Classification Number) [6]	Identifies the class number for which a certificate has been requested (appears for those pulled on the current day only).
8	ANN (Announcement Number) [9]	Identifies the announcement number for which a certificate is requested (for those pulled on the current day only).
9	AGY (Agency Number) [5]	Identifies the agency that requested the certificate (for those pulled on the current day only).
10	REQ (Request Number) [6]	The number assigned by the agency that identifies their request for certification.
11	CERT (Certificate Number) [5]	A number that identifies the certificate.
12	TERM (Terminal ID Number) [4]	Identifies the terminal used to request the certificate.
13	PREV CERT NO (Previous Certificate Number) [5]	Identifies the number of the previous certificate when requesting a supplemental list.
14	AGENCY (Agency Number) [5]	Identifies the requesting agency's number.

Field No.	Field Name	Comments
15	REQUEST [6]	The number assigned by the agency to identify the request for certification.
16	RANDOM [1]	A code that directs the computer to randomly select the requested number of candidates.
17	ASIAN [1]	A code that directs the computer to randomly select a guaranteed proportionate percentage of Asian candidates.
18	AF AM (African American) [1]	A code that directs the computer to randomly select a guaranteed proportionate percentage of African American candidates.
19	HISPANIC [1]	A code that directs the computer to randomly select a guaranteed proportionate percentage of Hispanic candidates.
20	NA/AN (Native American or Alaskan Native) [1]	A code that directs the computer to randomly select a guaranteed proportionate percentage of Native American or Alaskan Native candidates.
21	ALL POC (All Persons of Color) [1]	A code that directs the computer to randomly select a guaranteed proportionate percentage of all Persons of Color candidates.
22	FEMALE [1]	A code that directs the computer to randomly select a guaranteed proportionate percentage of female candidates.
23	CLASS (Classification Number) [6]	Identifies the class number for which a certified list of eligibles is requested.
24	ANNOUNCEMENT (Announcement Number) [9]	Identifies the announcement number for which a certified list of eligibles is requested.
25	WORKING CLASS TITLE [21]	Identifies the Working Title of the position.
26	TYPE OF LIST [2]	Identifies the type of list the agency is requesting.
27	REPR [4]	Identifies union represented codes.
28	SR [1]	Identifies Secondary Recall eligibility.
29	TP (Type of List)	Identifies the type of list requested.
30	LO (Layoff)	Identifies the number of candidates on the layoff list for the requested certificate.
31	TR (Transfer)	Identifies the number of candidates on the statewide transfer list (TR739999) for the classification requested.
32	SH (Certified Disabled)	No longer used
33	RC (Registration Class)	No longer used
34	PERM/SEASONAL (Permanent/ Seasonal) [1]	Identifies the duration of the position

Field No.	Field Name	Comments
35	RL (Reemployment Layoff)	No longer used
36	TE (Temporary Employee)	No longer used
37	OT (Other)	Identifies the number of candidates on different types of lists.
41	POSITION NOS. (Position Numbers) [16]	Identifies the position numbers of the position(s) to be filled.
42	GEOGRAPHIC AVAILABILITY [23]	Identifies the location(s) from which you are selecting applicants.
43	LOCATION OF POSITION [35]	Generally used to identify the city in which the vacant position is located. Since this field is for informational purposes only and does not cross edit with field 42, any identifying information may be used.
44	CLS SKILLS (Class Skill Codes) [99]	Identifies the skills required for the job. Up to 25 3-digit codes may be used.
45	SKILL OPTION [1]	A code used to indicate whether applicants must have: a. All of the requested skills or b. One or more of the requested skills
46	SEX [1]	A code used to selectively certify applicants based on their sex.
47	AGE	No longer used
48	ECONOMICALLY DISADVANTAGED	No longer used
49	ANTICIPATED APPOINTMENT DATE [6]	The date you plan to appoint a candidate to the vacant position.

.. . END .. .

JLST

Request a Certificate of Eligibles

Maximum number of names for a certified list is 1,485

The information needed to request a Certified List of Eligibles from the DAS/HRSD is described on the [Request For Certification \(form PD107\)](#). This form also provides excellent documentation for your recruitment file when you enter your own certificate request into the system. See the Recruitment User Manual for instructions on the use of this form.

Step 1 Clear screen

Step 2 Key: JLST
<ENTER>

Step 3 Key the following fields:

Field No.	Field Name	Comments
14	AGENCY	Key your 5-digit agency number. Example: 10700
15	REQUEST	Key the certificate request number you have assigned to this recruitment. Acceptable codes: ##### (any number you assign up to 6 digits) Example: 19845A
16	RANDOM	This field is only applicable on announcements that are DAS-approved for random certification. Acceptable codes: Random = Y Non-random = Leave blank
17	ASIAN	Leave blank for no action. If you are below parity in this protected group and wish to request a guaranteed proportionate percentage of Asian candidates call your DAS Recruitment Specialist.
18	AF AM	Leave blank for no action. If you are below parity in this protected group and wish to request a guaranteed proportionate percentage of African American candidates, call your DAS Recruitment Specialist.
19	HISPANIC	Leave blank for no action. If you are below parity in this protected group and wish to request a guaranteed proportionate percentage of Hispanic candidates, call your DAS Recruitment Specialist.
20	NA/AN	Leave blank for no action. If you are below parity in this protected group and wish to request a guaranteed proportionate percentage of Native American or Alaskan Native candidates, call your DAS Recruitment Specialist.

Field No.	Field Name	Comments
21	ALL POC	Leave blank for no action. If you are below parity and wish to request a guaranteed proportionate percentage of all protected groups, call your DAS Recruitment Specialist. This applies only to random certificates and only to those candidates who have identified themselves as belonging to one of the four ethnic groups.
22	FEMALE	Leave blank for no action. If you are below parity in this protected group and wish to request a guaranteed proportionate percentage of Female candidates, call your DAS Recruitment Specialist.
23	CLASS #	Key the class number. Example: C0101*
24	ANNOUNCEMENT	Key the announcement number. Example: LE000101
25	WORKING CLASS TITLE (Working Title)	Working Class title is computer assigned based on JANI (field 14). You may key over what the system assigns to this field, in which case the working title you key will supersede the working title appearing on JANI. Example: Branch Manager 1
26	TYPE OF LIST	Key the type of list being requested. Acceptable codes: OC = Open Competitive AP = Agency Promotion SW = Statewide Promotion HR = HIRE List IW = Injured Worker LO = Layoff RL = Reemployment Layoff SR = Secondary Recall TR = Transfer IO = Information Only (for agency internal use)
27	REPR (Union Representation code)	Key the Representation code of the position being filled when requesting a Secondary Recall (SR) List. NOTE: Secondary Recall Lists are currently valid only for OPEU positions with REPR code OA.
28	SR	Key if REPR (field 27) is keyed (selects candidates laid off from the bargaining unit identified in field 27). Acceptable code: Y
34	PERM/SEASONAL	Key the code that identifies the length of time of the position. Acceptable codes: P = Permanent S = Seasonal

Field No.	Field Name	Comments
		B = Either
38	PART/FULL-TIME	Key the code that identifies the schedule of the position. Acceptable codes: F = Full-Time P = Part-Time E = Full- or Part-time I = Intermittent J = Job Share B = Any
39	TOTAL NO. POSITIONS	Key the number of positions to be filled with this certificate. Must be two (2) digits. Example: 01, 15
40	MAXIMUM NO. NAMES	Key the number of names you want certified. NOTE: <ul style="list-style-type: none"> • Must key three (3) digits • Key 999 to request all active candidates on the list • Maximum number of names = 1,485 • Key 'Y' in field 16 if you're requesting a random certificate Example: 005
41	POSITION NOS.	Key one or two position numbers. <ul style="list-style-type: none"> • Key 7 numerical digits for each position. Precede with zeroes if less than seven digits. • Key eighth digit only to identify a double-fill position (use alpha code) Examples: 0052022, 0502022P
42	GEOGRAPHIC AVAILABILITY	Key the city code and/or county code from which you wish to select candidates. Up to six codes (separated by commas) may be used. NOTE: Each code must be 3 digits; if entering 2-digit codes, key a space at end of code. Examples (City Codes): 20D,24M,26C Examples (County Codes): 20 ,24 ,26 ,08 , Refer to Appendix for a list of acceptable codes.
43	LOCATION OF POSITION	Generally, the name of the city where the vacancy is located is keyed here. However, this field is for informational purposes and you can key anything you wish (such as division, section, supervisor, manager, etc). Example: Salem, Region 6, Mr. Smith
44	CLS SKILLS	Key up to 25 skill codes separated by commas. NOTE: Each code must be 3 digits Examples: W/P,MPC,L S,QTP,

Field No.	Field Name	Comments
45	SKILL OPTION	Only keyed if the announcement includes skill codes Acceptable codes: 1. Leave blank if: <ul style="list-style-type: none"> • skill codes are NOT keyed in field 44 • you only wish to certify candidates who have all of the skills requested 2. Key Y to request applicants with one or more of the skills requested
46	SEX:	Rarely used – only when the job is documented as requiring a male or female. Acceptable Codes: M = Male F = Female

<ENTER>

Step 4 Record the certificate number and the number of names certified on the **Request for Certification** form.

Step 5 Review names of candidates on the certificate by one or more of the following methods:

- a. **PRINT ON LINE** - prints the certificate on your in-house printer.
Move cursor to PRINT/ON-LINE (field 2);
Key: Y
<ENTER>
- b. **PRINT OFF LINE** - Instructs the computer to print the certificate at the DAS Computer Center. This is an overnight process.
Move cursor to OFF-LINE (field 3);
Key: Y
<ENTER>
NOTE: DAS receives the certificate the next day and we send it on to you.
- c. **DISPLAY ONLY** - the names of candidates will be displayed on your screen, but no hard copy will be printed
Move cursor to DISPLAY (field 4),
Key: Y
<ENTER>

REASONS YOU MAY WISH TO PRINT OFF-LINE:

- Your printer is not working
- The certificate is large and would tie up your printer for a long period of time.

EXAMPLE - Requesting a Certificate of Eligibles List from JLST

JLST

PAGE: 01

STATUS DISPLAY

CERT ADDED

PRINT/ ON-LINE: OFF-LINE: DISPLAY: DELETE: SSN:

CL: **C0104*** ANN: **LE950682A** AGY: **10700** REQ: **2000** CERT: **H076**

TERM: **E9DX**

CERTIFICATE REQUEST DATA

* PREV CERT NO: AGENCY: **10700** REQUEST: **2000**
RANDOM: ASIAN: AF AM: HISPANIC: NA/AN: ALL POC:
FEMALE:

CLASS: **C0104***

ANNOUNCEMENT: **LE950682A**

* WORKING CLASS TITLE: **MEMBERSHIP COORD**

TYPE OF LIST: **OC** REPR: SR: TP: LO: **000** TR: **000** HR: **000** RC:

PERM/SEASONAL: **P**

RL: TE: OT: **015**

PART/FULL-TIME: **F**

TOTAL NO. POSITIONS: **01**

MAXIMUM NO. NAMES: **999**

POSITION NOS: **9999999**

* GEOGRAPHIC AVAILABILITY: **24M**

LOCATION OF POSITION: **BUDGET DIV;SALEM**

* CLS SKILLS: **TMP,QTP,W/P,MLT**

* SKILL OPTION: **Y** * SEX: * AGE:

* ECONOMICALLY DISADVANTAGED: * ANTICIPATED APPOINTMENT DATE:

◆◆ END ◆◆

JLST

Request an Information List

Information Lists are not a legal certificate and a **permanent** appointment may **not be made**. Information Lists may be used for informational purposes such as to determine the number of candidates matching specific position criteria or to identify candidates willing to accept a temporary appointment.

Supplemental Certificates **cannot** be pulled on Information Lists.

Unless deleted, all Certificates and Information Lists are printed by DAS/IRMD on the evening of the date the List is generated. To save paper and printing costs, **delete Information Lists before 5:00 p.m. on the same day requested**.

Step 1 Clear screen

Step 2 Key: JLST
<ENTER>

Step 3 Key the following fields:

No.	Field Name	Comments
14	AGENCY	Key your 5-digit agency number Example: 10700
15	REQUEST	Key: INFO
16	RANDOM	Random is not recommended for information lists. However, acceptable codes are: Random = Y Non-Random = Leave blank
17	ASIAN	To be used on random lists only. For no action leave blank. Acceptable code: Y (or can be left blank)
18	AF AM	To be used on random lists only. For no action leave blank. Acceptable code: Y (or can be left blank)
19	HISPANIC	To be used on random lists only. For no action leave blank. Acceptable code: Y (or can be left blank)
20	NA/AN	To be used on random lists only. For no action leave blank. Acceptable code: Y (or can be left blank)
21	ALL POC	To be used on random lists only. For no action leave blank. Acceptable code: Y (or can be left blank)
22	FEMALE	To be used on random lists only. For no action leave blank. Acceptable code: Y (or can be left blank)
23	CLASS #	Key the class number
24	ANNOUNCEMENT	Key the announcement number
25	WORKING CLASS TITLE	Computer assigned based on JANI (field 15).

No.	Field Name	Comments										
26	TYPE OF LIST	Key the type of list being requested. Acceptable codes: <table border="0"> <tr> <td>OC = Open Competitive</td> <td>RL = Reemployment Layoff</td> </tr> <tr> <td>AP = Agency Promotion</td> <td>SR = Secondary Recall</td> </tr> <tr> <td>SW = Statewide Promotion</td> <td>TR = Transfer</td> </tr> <tr> <td>LO = Layoff</td> <td>IO = Information Only</td> </tr> <tr> <td>IW = Injured Worker</td> <td></td> </tr> </table>	OC = Open Competitive	RL = Reemployment Layoff	AP = Agency Promotion	SR = Secondary Recall	SW = Statewide Promotion	TR = Transfer	LO = Layoff	IO = Information Only	IW = Injured Worker	
OC = Open Competitive	RL = Reemployment Layoff											
AP = Agency Promotion	SR = Secondary Recall											
SW = Statewide Promotion	TR = Transfer											
LO = Layoff	IO = Information Only											
IW = Injured Worker												
27	REPR (Union Representation code)	For OPEU represented, Secondary Recall lists only. Key the Representation code of the position being filled. Acceptable code: OA = OPEU represented position										
28	SR	Key only if REPR (field 27) is keyed. (Selects candidates laid off from the bargaining unit identified in field 27) Acceptable code: Y										
34	PERM/SEASONAL	Acceptable codes: P = Permanent S = Seasonal B = Either										
38	PART/FULL-TIME	Acceptable codes: <table border="0"> <tr> <td>F = Full-Time</td> <td>I = Intermittent</td> </tr> <tr> <td>P = Part-Time</td> <td>J = Job Share</td> </tr> <tr> <td>E = Full- or Part-time</td> <td>B = Any</td> </tr> </table>	F = Full-Time	I = Intermittent	P = Part-Time	J = Job Share	E = Full- or Part-time	B = Any				
F = Full-Time	I = Intermittent											
P = Part-Time	J = Job Share											
E = Full- or Part-time	B = Any											
39	TOTAL NO. POSITIONS	Key: The number of positions to be filled with this certificate. Must be two (2) digits. Example: 01, 15										
40	MAXIMUM NO. NAMES	Key the number of names you want certified. NOTE: Must key three (3) digits key 999 to request all active candidates on the list Maximum number of names = 4,950 Example: 005										
41	POSITION NOS.	Key one or two position numbers. <ul style="list-style-type: none"> Key 7 numerical digits for each position. Precede with zeroes if less than seven digits. Key eighth digit only to identify a double-fill position (use alpha code) Examples: 0052022, 0502022P										
42	GEOGRAPHIC AVAILABILITY	Key the city code and/or county code from which you wish to select candidates. Up to six codes may be used. NOTE: Each code must be 3 digits; if entering 2-digit codes, key a space at end of code. Example: 20D,24 ,26C Refer to Appendix for a list of acceptable codes.										

43	LOCATION OF POSITION	Generally, the name of the city where the vacancy is located is keyed here. However, this field is for informational purposes and you can key anything you wish (such as division, section, supervisor, manager, etc). Example: Salem, region 6, Mr. Smith
44	CLS SKILLS	Key up to 25 skill codes separated by commas. Each code must be 3 digits Example: W/P,MPC,L S,QTP,
45	SKILL OPTION	Only keyed if the announcement includes skill codes Acceptable codes: 1. Leave blank if: <ul style="list-style-type: none"> • skill codes are NOT keyed in field 44 • you only wish to certify candidates who have all of the skills requested 2. Key Y to request applicants with one or more of the skills requested

<ENTER>

Step 4 Review names of candidates on the information list by one or more of the following methods:

- a. **PRINT ON LINE** - prints the information list on your in-house printer.
Move cursor to PRINT/ON-LINE (field 2);
Key: Y
<ENTER>
- b. **PRINT OFF LINE** - Instructs the computer to print the information list at the DAS Computer Center. This is an overnight process.
Move cursor to OFF-LINE (field 3);
Key: Y
<ENTER>
NOTE: The information list will be distributed to you the next day.
- c. **DISPLAY ONLY** - the names of candidates will be displayed on your screen, but no hard copy will be printed
Move cursor to DISPLAY (field 4),
Key: Y
<ENTER>

Step 5 **Delete the information list** (before the end of the day) so a hard copy is not printed at the DAS computer center.

◆◆ END ◆◆

JLST Locate a Certificate of Eligibles or Information List

The following describes how to locate a Certificate of Eligibles or Information List after you've cleared it from the screen. This can only be done on the **same day** the Certificate or information list is requested on JLST.

Step 1 Clear screen

Step 2 Key: JLST
<ENTER>

Step 3 Key any one **or** combination of the following fields:

Field No.	Field Name	Comments
7	CL	Key the class number to display all Certificates requested today with this class number. Press <ENTER> to page down until you locate the Certificate you're searching for.
8	ANN	Key the announcement number to display all Certificates requested today with this announcement number. Press <ENTER> to page down until you locate the Certificate you're searching for.
9	AGY	Key the agency number to display all Certificates requested today with this agency number. Press <ENTER> to page down until you locate the Certificate you're searching for.
10	REQ	Key the request number to display all Certificates requested today with this request number. Press <ENTER> to page down until you locate the Certificate you're searching for.
11	CERT	Key the Certificate number to display this Certificate. Press <ENTER> to page down until you locate the Certificate you're searching for.
12	TERM	Terminals are too mobile for this method to be reliable. However, if you wish to use this method, key the terminal ID number to display all Certificates requested today from this terminal ID . Press <ENTER> to page down until you locate the Certificate you're searching for. NOTE: To determine your terminal ID, clear your screen, key "NAME", and <ENTER>. The terminal ID will appear in the top left corner.

NOTE:

- A. After locating the certificate you're searching for, write down the certificate number (or information list number), clear the screen, access JLST again, and request the certificate by entering the certificate number (or information list number) in CERT (field 11).
- B. If there is only one certificate matching the information keyed, the system will automatically display the certificate. However, if there is more than one certificate matching the data keyed, the screen will show 'P/N' in the 'home' position and will provide the number of pages in the top right corner. Press <ENTER> to page to the next certificate.

Continue to press <ENTER> until the certificate you're looking for appears.

.. .. **END**

JLST Print a Certificate of Eligibles or Information List

Following are instructions on how to print a Certificate of Eligibles or Information List. This can only be done on the **same day** the Certificate or Information List is requested.

Access the Certificate of Eligibles to be printed.

After the Certificate appears on the JLST screen, the Certificate can be printed on line, off line, or the names on the Certificate can be displayed directly on screen.

- a. **PRINT ON LINE:** Prints the Certificate on **your** printer
 - a. Move cursor to PRINT/ON-LINE (field 2)
 - b. Key: Y
 - c. <ENTER>

- b. **PRINT OFF LINE:** Instructs the computer to print the Certificate at the DAS Computer Center. This is an overnight process.
 - a. Move cursor to OFF-LINE (field 3)
 - b. Key: Y
 - c. <ENTER>(DAS distributes the Certificate next working day)

- c. **DISPLAY:** The names of candidates will display on your screen.
 - a. Move cursor to DISPLAY (field 4)
 - b. Key: Y
 - c. <ENTER>
 - d. <ENTER> again to view the next page

NOTE: After “displaying” the Certificate, you cannot initiate a print action from the same screen. To print the Certificate after displaying it:

- a. Write down the Certificate number
- b. Clear the screen
- c. Key: JLST
- d. <ENTER>
- e. Tab to CERT: (field 11) and key the Certificate number
- f. <ENTER>

... **END** ...

JLST

Download Electronic Certificate of Eligibles

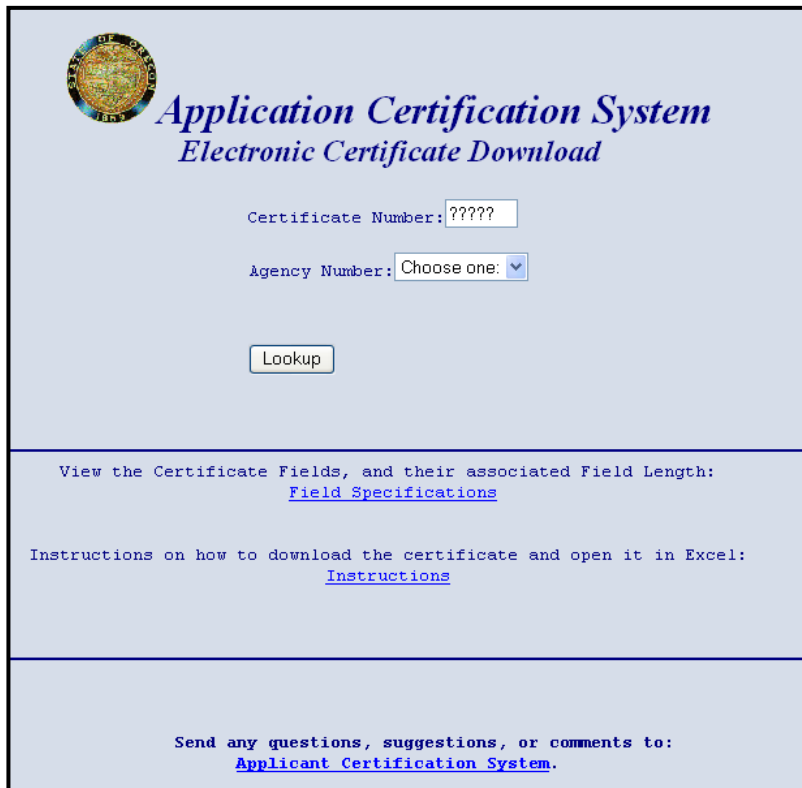
After you've pulled your Certificate of Eligibles List from APPL/CERT, you can access an electronic version via the internet. This process also works for Information Lists.

This is a two-step process: **1.** The Certificate is downloaded from the internet onto your PC
2. The Certificate is opened and formatted in Excel.

NOTE: You can delete (by column) any information you either do not wish to share with your hiring manager or do not wish to use.

A. Using EXPLORER Internet Browser

1. First request your certificate of eligibles as usual through the APPL/CERT system.
2. Bring up Internet Explorer and access the **electronic certificate download site** at: <https://columbia.das.state.or.us:3045/cics/pjec/ppdjw100>.
3. Enter your **user name** and **password** the same as when you log into APPL/CERT. Click on <OK>.
4. You are now at the "Electronic Certification Download" site and will see this screen:



The screenshot shows a web page titled "Application Certification System Electronic Certificate Download". It features a search form with a "Certificate Number" field containing "?????", an "Agency Number" dropdown menu with "Choose one:" selected, and a "Lookup" button. Below the form, there are two links: "View the Certificate Fields, and their associated Field Length: [Field Specifications](#)" and "Instructions on how to download the certificate and open it in Excel: [Instructions](#)". At the bottom, there is a footer that says "Send any questions, suggestions, or comments to: [Applicant Certification System](#)."

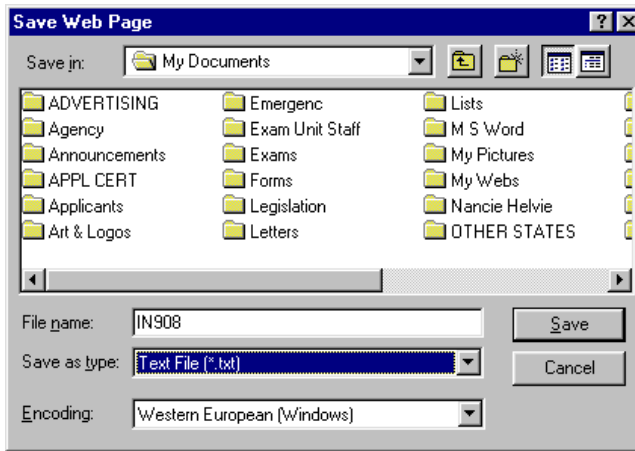
5. **Certificate Number:** Key the certificate number in the “certificate number” field.
NOTE: It’s **critical** that the cursor is as far left in this field as it will go.
6. **Agency Number:** Select the appropriate agency number from the drop-down list;
Click on: <Look Up>
NOTE: Keying the first digit will take you to the beginning of all agency numbers beginning with that digit and you can scroll down from there.
7. Your certificate will appear like this:

The screenshot shows a web browser window with a table of certificate information. The table has 12 columns and 20 rows of data. The columns represent various fields such as Agency, Certificate Number, LE#, and Date.

47100	2482	C6690*	LE960333	10	47100	OC	001	471	2001-02-06	03538014
47100	2482	C6690*	LE960333	10	47100	OC	001	471	2001-02-06	56470785
47100	2482	C6690*	LE960333	05	47100	OC	003	471	2001-02-06	54406095
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	00360065
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	01278365
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	01738348
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	04744103
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	13034670
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	14772157
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	21660636
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	21882575
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	22504528
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	22767405
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	22883875
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	25825203
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	29556136
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	34242892
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	34846082
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	35258652
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	38260576
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	40917325
47100	2482	C6690*	LE960333	QLF	47100	OC	004	471	2001-02-06	42735347

8. To save the certificate to your PC:
 - Click on <File>
 - Select <Save As>

9. You’ll get this dialog box:




10. In the “Save Web Page” dialog box shown above:
 - Select the folder (on your PC) where you want to save the certificate
 - Enter a File name (such as the cert number)
 - In the “Save As Type” field, select “Text (*.txt)”
 - Click on <Save>

Your certificate is now saved to your PC and is ready to be **accessed in Exel**.

B. Using NETSCAPE Internet Browser

1. First, request your certificate of eligibles as usual through the APPL/CERT system.
2. Bring up Netscape and access the **electronic certificate download site** at:
<https://columbia.das.state.or.us:3045/cics/pjec/ppdjw100>

You will get this dialog log-in box:



A dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside reads: "Enter username for DAS_ENTERPRISE_SERVER at columbia.state.or.us:". Below this text are two input fields: "User Name:" and "Password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

3. Enter your **user name** and **password** the same as when you log into APPL/CERT;
Click on <OK>
4. You are now at the "Electronic Certification Download" site with this screen:



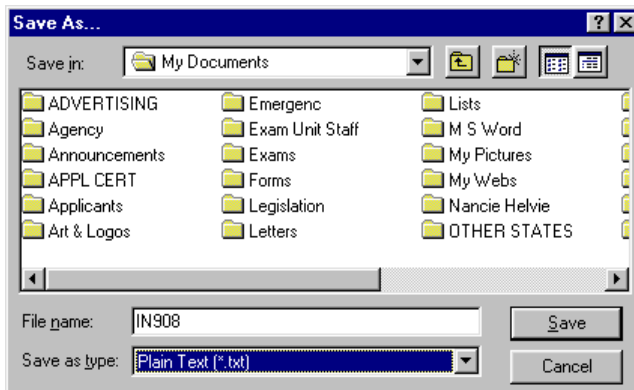
A screenshot of a Netscape browser window displaying the "Application Certification System" website. The browser's address bar shows the URL: <http://columbia.state.or.us/netdata/cgi/db2www/aplectp.list/input>. The website content includes the Department of Administrative Services logo, the text "DEPARTMENT OF ADMINISTRATIVE SERVICES", "Human Resource Services Division", and "Application Certification System Electronic Certificate Download". There are two input fields: "Certificate Number:" and "Agency Number:" (with a "Choose one:" dropdown menu). Below these fields is a "Lookup" button. At the bottom, there are links for "Field Specifications" and "Instructions", and a note to send questions to the "Application Certification System".

5. **Certificate Number:** Key the certificate number in the "certificate number" field.
NOTE: It's critical that the cursor is as far left in this field as it will go.
6. **Agency:** Select the appropriate agency number from the drop-down list
Click on <Look Up>
NOTE: Keying the first digit will take you to the beginning of all agency numbers beginning with that number and you can scroll down from there.

- Your retrieved certificate will appear like this (note that the columns are lined up until you scroll over to the applicants' names):

ID	Agency	License No.	License Type	Status	Fee	Issue Date	Applicant Name
47100	2482	C6690*	LE960333	10	47100	2001-02-06	03538014
47100	2482	C6690*	LE960333	10	47100	2001-02-06	56470785
47100	2482	C6690*	LE960333	05	47100	2001-02-06	54406095
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	00360065
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	01278365
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	01738348
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	04744103
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	13034670
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	14772157
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	21660636
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	21882575
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	22504528
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	22767405
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	22883875
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	25825203
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	29556136
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	34242892
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	34846082
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	35258652
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	38260537
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	40917325
47100	2482	C6690*	LE960333	QLF	47100	2001-02-06	42735347

- Save the certificate to your PC:
 - Click on <File>
 - Click on <Save As>
- You'll get the "Save As" dialog box shown below:
 - Select the folder (on your hard drive) where you want to save the certificate
 - Enter a File name (easy to find if the cert number is used)
 - In the "Save As Type" field, select "Plain Text (*.txt)"
 - Click on <Save>



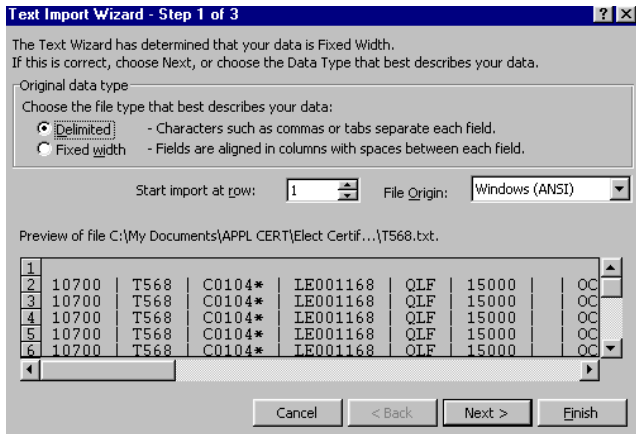
Your certificate is now saved to your PC. See the next page for instructions on how to access the Certificate as an Excel document.

JLST

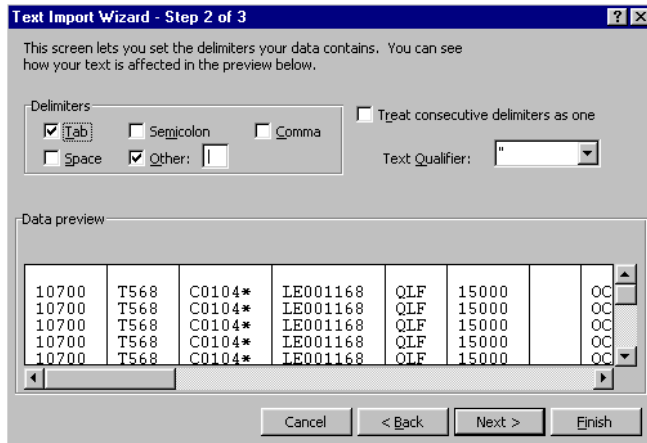
Access Electronic Certificate of Eligibles in Excel

After you've downloaded your Certificate of Eligibles List from the internet, open it using Excel

1. In Excel, open your downloaded Certificate (Text File). When you open the certificate, you will see the following "Step 1 of 3" dialog box:

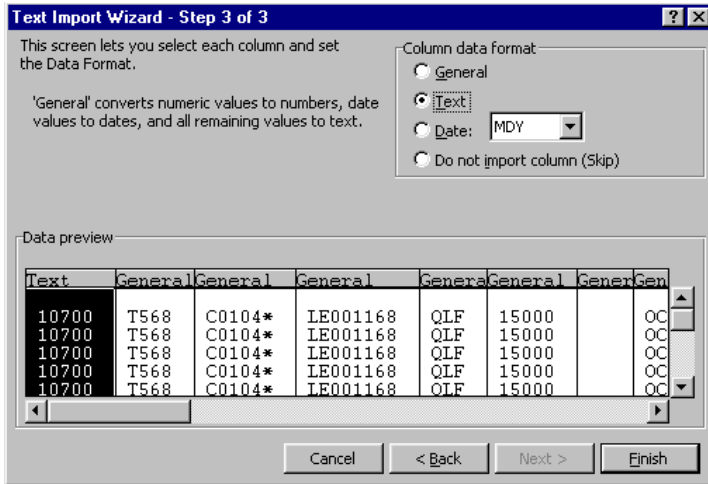


2. Click on the "Delimited" radio button.
3. Click on: <Next> to get the following "Step 2 of 3" dialog box:



4. Select:
 - a. "Tab" ;
 - b. "Other"; and
 - c. in the blank box for "Other", **Key: "|"**
(On my keyboard this symbol key is below the "Backspace" and above the "Enter" keys and must be keyed with the shift key down.)

5. Click on: <Next> to get the following “Step 3 of 3” dialog box:



6. Under “Column Data Format” (in the top right corner), select “Text”

7. Click on: <Finish>

8. Some of the columns are cut off, so the document needs to be formatted.

- Highlight all the rows and columns to be formatted;
- Select “Format” on the menu bar;
- Click on: <AutoFormat>
- Click on: <OK> (no need to select any style)

NOTE: When you close the document, be sure to save it as an Excel document.

◆ ◆ END ◆ ◆

JLST

Display Applicant Names on Screen

Following are instructions on how to display (on screen) the names of candidates who are on a certificate of eligibles. This can only be done on the **same day** the certificate or information list is requested.

IMPORTANT: A list is adopted only once. If the adopt field is keyed again, the system assigns new expiration dates to all active records.

A. WHEN CERT/INFO LIST ALREADY APPEARS ON SCREEN

Step 1 Key: Y in DISPLAY (field 4)
 <ENTER>

 <ENTER> again to page to next screen

B. WHEN CERT/INFO LIST NO LONGER APPEARS ON SCREEN

Step 1 Clear screen

Step 2 Key: JLST
 <ENTER>

Step 3 Key the certificate or information list number in CERT (field 11)

Step 4 <ENTER>

Step 5 Key: Y in DISPLAY (field 4)
 <ENTER>

Press: <ENTER> to page to next screen

. . . END . . .

JLST Request a Supplemental Certificate

- Supplemental Certificates **cannot** be pulled on Information Lists.
 - A supplemental certificate will only certify candidates who have not yet appeared on either the original certificate or a subsequent supplemental certificate.
 - When a supplemental certificate is requested, the supplemental becomes an extension of the original.
 - If either the original certificate **or** the supplemental certificate is deleted, the **entire** certificate is deleted and it cannot be restored.
 - An appointment **cannot** be made from a certificate that is **deleted**.
-
-

Step 1 Clear screen

Step 2 Key: JLST
<ENTER>

Step 3 In PREV CERT NO (field 13), key the certificate number from the **previous** certificate requested for this recruitment.

Example: To request the **first** supplemental, enter the **original** certificate number;

To request a **second** supplemental, enter the **first supplemental** certificate number;

To request a **third** supplemental, enter the **second supplemental** certificate number.

Step 4 Key all fields with the **exact information** keyed on the original request.

Exception: The MAXIMUM NO. NAMES (field 40) can vary.

<ENTER>

Step 5 Record the certificate number and the number of names certified on the **“Request for Certification” form**.

Step 6 Review names of candidates on the certificate by one or more of the following methods:

a. **PRINT ON LINE:** prints the certificate on **your** printer
Move cursor to PRINT/ON-LINE (field 2)
Key: Y
<ENTER>

b. **PRINT OFF LINE:** Instructs the computer to print the certificate at the DAS Computer Center. This is an overnight process. DAS distributes certs next day.

Move cursor to OFF-LINE (field 3)

Key: Y and press <ENTER>

c. **DISPLAY ONLY:** the names of candidates will be displayed on your screen.

Move cursor to DISPLAY (field 4)

Key: Y and press <ENTER>

Press <ENTER> again to view the next page

.. .. **END**

JLST Delete a Certificate or Information List

Deleting the original Certificate of Eligibles List will cause all supplementals to also be deleted.

Certificate of Eligibles Lists can also be deleted or canceled through the J280 screen. **Refer to the J280 section for instructions.**

An information list can **only be deleted** through JLST on the **same day it was requested.**

- Step 1 Display the JLST screen for the certificate to be deleted
- Step 2 Key a 'Y' in DELETE (field 5)
- Step 3 <ENTER>
 (The message 'Cert Update' will be displayed at the top of the screen)
- Step 4 **Confirm the deletion:**
 Clear the screen and then try to retrieve the certificate again. If the deletion was processed correctly, a 'Y' will still appear in DELETE (field 5).
-
-

IMPORTANT DIFFERENCES BETWEEN JLST and J280:

1. JLST - CERTIFICATES

- Deleting a certificate through JLST removes all trace of the certificate. It can be restored **only on the same day** (through J280). However, since a deleted certificate does not get moved permanently into the J280 file, it **cannot** be restored at a later date.

2. JLST – INFORMATION LISTS

- If an **Information** List is requested, it should **always** be deleted on the same day to keep the system files at a minimum.

3. J280

- Deleting a certificate through J280 retains the certificate data and the certificate **can** be restored anytime prior to expiration and purge.
- If an error is found on a certificate **after the day of initial input**, the certificate can only be deleted/canceled through J280. **Refer to J280 for instructions.**
- Information lists cannot be controlled (deleting or restoring) through J280.

* * * **END** * * *

JLST Delete a Supplemental Certificate of Eligibles List

Supplemental Certificates can be deleted through JLST only on the same day as requested. However, the supplemental can be deleted or canceled through J280 on either the same day the supplemental is pulled or at a later date. Refer to the **J280 Section** for instructions.

Unlike the original Certificate, a deleted supplemental certificate does not change the status of the original certificate or any other supplementals.

Unlike the original Certificate (which cannot be restored if deleted via JLST), a supplemental certificate deleted via JLST can be restored (either on the same or successive days) through J280.

When a supplemental Certificate of Eligibles List is deleted from **JLST**, the system will not generate another supplemental until the next day. However, if deleted from **J280**, the system will generate another supplemental on the same day.

Step 1 Display the JLST screen for the supplemental Certificate to be deleted

Step 2 Key a 'Y' in DELETE (field 5)

Step 3 <ENTER>

(The message 'Cert Update' will be displayed at the top of the screen)

Step 4 **Confirm the deletion**

Clear the screen and then try to retrieve the certificate again. If the deletion was processed correctly, a 'Y' will still appear in DELETE (field 5).

... **END** ...



DEPARTMENT OF ADMINISTRATIVE SERVICES
Human Resource Services Division
REQUEST FOR CERTIFICATION

1 AGENCY TITLE							8 PREVIOUS CERT. NO.		9 AGENCY NUMBER			10 REQUEST NUMBER			
2 CLASS TITLE							11 CLASS NUMBER			12 ANNOUNCEMENT NUMBER					
3 WORKING TITLE							13 TYPE OF LIST REQUESTED (Not limited to examples listed.)					14 REPR. CODE			
4 LIST ORDERED BY							<input type="checkbox"/> AP <input type="checkbox"/> IO <input type="checkbox"/> IW <input type="checkbox"/> LO <input type="checkbox"/> OC <input type="checkbox"/> RL <input type="checkbox"/> SR <input type="checkbox"/> SW <input type="checkbox"/> TR								
5 ANTICIPATED APPOINTMENT DATE							6 BUILD OFF-LINE <input type="checkbox"/> Yes		15 <input type="checkbox"/> (P) Permanent			16 <input type="checkbox"/> (F) Full-Time		<input type="checkbox"/> (J) Job Share	
							15 <input type="checkbox"/> (S) Seasonal			16 <input type="checkbox"/> (P) Part-Time		<input type="checkbox"/> (E) Full/Part			
							15 <input type="checkbox"/> (B) Perm/Seas			16 <input type="checkbox"/> (I) Intermittent		<input type="checkbox"/> (B) Any			
7 REMARKS							17 NUMBER OF POSITIONS			18 MAXIMUM NUMBER OF NAMES					
							19 POSITION NUMBER(S)					20 GEOGRAPHIC AVAILABILITY & LOCATION			
							21 CLASS SKILL CODES								
							22 CLASS SKILL OPTION <input type="checkbox"/> YES - Candidates may have one or more of requested skills.								
TYPE	AP	IO	IW	LO	OC	RL	SR	SW	TR	CERT NO.	ON LINE	OFF LINE			
24 SIGNATURE OF APPOINTING AUTHORITY							25 DATE			26 APPROVALS			27 DATE PROCESSED		

INSTRUCTIONS

Submit this form to the Recruitment Unit when requesting certification of names from the Human Resource Services Division eligible lists.

FIELD	DESCRIPTION
1 - 5	Complete information as described in each field.
6	If box checked, certificate will be printed by Human Resource Services Division after 6:00 pm and shipped the next working day. This is usually done when the certificate is large and would tie up the on-site printer.
7	Use for additional information or for additional skill code space.
8	If requesting a supplemental certificate this must be completed; otherwise, leave blank.
9 - 12	Complete information as described in each field.
13	Type of lists include: AP - Agency Promotion IO - Informational List IW - Injured Worker LO - Layoff (Agency Use) OC - Open Competitive RL - Statewide Reemployment List SR - Secondary Recall (OPEU represented employees only) SW - Statewide Promotion TR - Transfer
14	Complete only if the position being filled is OPEU represented and you are requesting a Secondary Recall list of OPEU employees who had been laid off.
15 – 16	Indicate availability as described in each field.
17	Indicate total number of vacant positions to be filled.
18	Indicate maximum number of eligible candidates you wish.
19	List the position number(s) of the vacant position(s) to be filled from this certificate.
20	List the city/county geographical code(s) AND city/county name for location of position. Refer to the APPL/CERT User Manual for listing of acceptable codes and names.
21	List the skills required for the position. Refer to APPL/CERT User Manual for listing of acceptable skill codes per classification.
22	If the box is not checked, certificate will include applicants will ALL of the skills requested. If the box is checked "yes", certificate will include applicants with ONE or more of the skills requested.
23	After certificate has been processed, complete the information in each appropriate column, including the Certificate Number and whether printed on-line (in your office) or off-line (overnight print-out from Human Resource Services Division).
24 - 26	Complete information as described in each field.
27	Enter the date the request was input.

JLST ERROR CODES

ERROR CODE & MESSAGE	DESCRIPTION
03-DONT SUPPLMT	Certificate has been finalized or cancelled.
04-PREV CERT NO	1. Certificate Number keyed has not been assigned to a previous list of eligibles; 2. Certificate has expired or was deleted; 3. Supplemental Certificates are not available on Information Lists.
05-PREV CERT NO	Previous Certificate Number entered but could not be found. 1. Certificate Number keyed has not been assigned to a previous list of eligibles; 2. Certificate has expired or was deleted; 3. Supplemental Certificates are not available on Information Lists.
06-CERT AT MAX	Certificate cannot be supplemented if the previous certificate had a suffix of 'Z'.
07-AGY MISS	No Agency Number listed.
08-AGY ZERO	Agency Number of zero can only be for 'IN' or 'RS' list.
09-AGY RESTRICT	Agency Number must be the same as the operator's employing agency; Agency Number must be an umbrella agency grouping; or Certificate must be requested from a master terminal.
10-AGY INVALID	Agency Number is invalid.
11-PREV CERT	Duplicate Certificate Number - must enter previous certificate number to supplement.
12-CLASS FROZEN	Class is frozen - no certificate can be pulled.
13-CLS INVALID	Class is not listed on the Compensation Control File.
14-ALL POC OR ETHNIC	Must select one or the other (not both).
15-ACMT DELETED	Announcement requested has been deleted.
16-LIST CANCEL	Announcement has been cancelled.
17-ACMT ADOPT	Announcement file (JANI) is not adopted.
18-ACMT FROZEN	Announcement entered is on the Announcement Control File but cannot be used at this time.
19-ACMT CANCEL	Announcement has been cancelled.
20-ACMT INVALID	Announcement not listed on the Announcement Control File.
21-NO MF ACMT	Not currently used.
22-TYPE INVALID	Code entered is not an acceptable code.
23-TYPE I/W ANN (I/W=Invalid with)	Type of list (field 26) was either not entered or it does not correspond with the announcement number.
24-PE RANGE NO	Not currently used.
25-PE FREEZE CD	The keyed position number has a freeze code.
26-PERM/SEAS	Code entered is not one of the acceptable codes.
27-PT/FT	Code entered is not one of the acceptable codes
28- NO PA1 PRINT	Error generated when an online print is requested and there is no printer identified for 'pa1' to the computer for the user.
29-TOT POS REQD	Total Number of positions must be entered; or Position Numbers must be numeric.
30-OVER MAX NMS (Over maximum no. names)	A Certificate is pulled and there are over 1,485 names; or An INFO list is pulled and there are over 4,950 names.

ERROR CODE & MESSAGE	DESCRIPTION
31-MAX NO	Maximum number of names was not entered.
32-# MAX IS 5	No more than 5 names may be requested.
33-POS INVALID	Minimum of 7 digits and maximum of 8 digits required.
34-POS INVALID	First 7 digits of position number must be numeric.
35-	Not currently used.
36-GEOG INVALID	Geographic Code is not an acceptable code.
37-GEOG INVALID	At least one geographic code must be entered.
38-MUST BE Y	System will not accept an 'X' or any code other than a 'Y'.
39-LOC REQD	Location of position is required.
40-SKILL CODE	System will accept a 'Y' or field may be left blank.
41-CNTY INVALID	Not currently used.
42-SEX INVALID	Code entered is not one of the acceptable codes.
43-ETH INVALID	Not currently used.
44-DR CODE	Not currently used.
45-APP DT PRIOR	Appointment Date is prior to the current date.
46-APP DT INV	Invalid Appointment Date.
47-DISABLED	Disabled must be a 'Y' if entered.
48-AGE	Not currently used.
49-BD CERT CODE	Not currently used.
50-NS OVERRIDE	Not currently used.
53-CERT UNFOUNDED	Cannot find the requested Certificate.
54-NO CAND(S)	No candidates were selected for the requested certificate.
55-SSN UNFOUNDED	System error - call Systems Development.
56-CERT NEEDED	Certificate Number must be entered when parameter is entered (i.e. sending to print or to display).
57-REPR INVALID	Enter OA if requesting a Secondary Recall List - otherwise field should be left blank.
58-SR INVALID	Enter 'Y' only if requesting a Secondary Recall List - otherwise field should be left blank.
59-SM TB ERROR	System error during 'Repr' search - call Systems Development.
60-NO "LO" BLD	No printer assigned to terminal.
61-RANDOM INVALID	Random not valid on the following: 1. When a numerical score is in 'Final' (field 62) of JAPI ; 2. If 'Final Score Type' (field 30) of JANI does NOT show "Q"; or 3. When applicant list is not random approved.
62-MARK RANDOM	'Y' is required in 'Random' field if a 'Y' is placed in any of the POC groups or female fields.
ONLY 1 ACTION	Only one type of action can be requested (i.e., cannot print and display at the same time).
NEED PARAMETER	Certificate has been requested to print on-line/off-line, but no parameter (certificate number, class number, announcement) has been entered to identify the certificate.

... **END** ...

JSKL

SKILL CODE SCREEN



INTRODUCTION

JSKL is the file where all the skill codes for the APPL/CERT system are managed. This is a read only file where you can determine the classifications that have been assigned to a specific skill.

Skill codes are established, updated, or deleted only by DAS Data Entry.

APPLICANT/CERTIFICATION USER MANUAL

JSKL SCREEN DISPLAY

JSKL	1									
DESC:	2				ADDTE	3	DELDTE	4	SKLTRAN	5
CLASS		LST-TRAN-DATE		TRAN-CODE		CLASS		LST-TRAN-DATE		TRAN-CODE
1	6	7		8		2				
3						4				
5						6				
7						8				
9						10				
11										

JSKL Screen Definitions

This section describes each field of JSKL. For instructions on specific data entry needs, refer to the section that covers that subject matter.

NOTE: The number shown in brackets at the right of each 'Comments' section indicates the maximum number of characters for that field.

FIELD No.	Field Name	Comments
1	JSKL (Access Field) [28]	The field in which the operator keys the 3-digit skill code being requested. The system also generates the page number being viewed in this field.
2	DESC (Description) [21]	A description of the skill
3	ADDTE (Add Date) [6]	The date the skill was added to this file. Computer assigned. Acceptable format: MMDDYY
4	DELDTE (Delete Date) [6]	The date the skill was deleted from this file. Computer assigned. Acceptable format: MMDDYY
5	SKLTRAN (Skill Transaction Code) [1]	A code that identifies the last action taken for this skill. Acceptable Codes: A = Add D = Delete R = Restore U = Update
6	CLASS (Classification Number) [6]	Identifies the class numbers to which this skill is assigned.
7	LST-TRAN-DATE (Last Transaction Date) [6]	The effective date of the last transaction processed for each classification number. Computer assigned.
8	TRAN-CODE (Transaction Code) [1]	Identifies the nature of the last transaction processed for each classification number. Acceptable Codes: A = Add D = Delete R = Restore U = Update

.. * END * ..

JSKL Update Skill Codes

Changes to the skill code table are **only** processed by DAS/HRSD.

Submit a completed **Skill Code Request Form** to your DAS Recruitment Specialist for the following skill code actions:

1. Establish a new skill code
2. Add a classification to an existing skill code
3. Delete a classification from a skill code

.. . **END** .. .

Department of Administrative Services
Human Resource Services Division
SKILL CODE REQUEST FORM

NOTE: Provide only classifications for which you want all of the listed skill codes to be either added or deleted.

To change skill codes for additional classifications, complete a separate form.

ADD SKILL(s)

DELETE SKILL(s)

REQUEST TO ESTABLISH OR DELETE SKILL CODE(S)	
REQUESTED BY: _____	DATE REQUESTED: _____
PHONE NUMBER: _____	
AGENCY: _____	

CLASSIFICATION NUMBERS			
(1) _____	(4) _____	(7) _____	(10) _____
(2) _____	(5) _____	(8) _____	(11) _____
(3) _____	(6) _____	(9) _____	(12) _____

Skill Code Assigned	DEFINITION	Add (✓)	Delete (✓)

_____ Recruitment Specialist (signature)	_____ Date Processed
_____ Data Entry Staff (signature)	_____ Date Processed

JSKL Displaying Class Skill Codes

- Step 1 Clear screen
- Step 2 Key: JSKL
<ENTER>
(Displays the JSKL Class Skill Code screen)
- Step 3 Key the 3-digit skill code
Example: QTP
<ENTER>
(Displays the skill code screen for that specific skill)

SCREEN EXAMPLE:



```
JSKL  QTP-01                RECORD FOUND
DESC: QUALIFIED TYPING      ADDTE 092277 DELDTE 000000 SKLTRAN U

CLASS  LST-TRAN-DATE  TRAN-CODE    CLASS  LST-TRAN-DATE  TRAN-CODE
1      012990          A            2  C0102*    012990      A
3  C0103*    012990      A            4  C0104*    012990      A
5  C0107*    012990      A            6  C0118*    050890      A
7  C0200*    122799      D            8  C0201*    020790      A
9  C0204*    122799      D           10  C0205*    122799      D
11 C0206*    122799      D
```

VIEWING ADDITIONAL PAGES

The number following the skill in JSKL (field 1) is the number of the page currently being viewed. To view the next page, key over the number with the next consecutive number.

... END ...

J280 DISPOSITION CODE SCREEN



INTRODUCTION

Each candidate appearing on Certified Lists of Eligibles **must be** disposition coded. This information is used in the Affirmative Action Reports which will not be accurate without disposition codes.

Key disposition codes in the J280 file **prior** to expiration and finalization of your Certificate.

Some disposition codes provide statistics and tracking data but do not affect the candidate's record. Other codes may result in the following actions to the candidate's application record(s):

- Inactivate the candidate's record from the applicant list from which the Certificate was requested;
- Inactivate the candidate's records on applicant lists of equal or lower salary ranges than the position related to the Certificate;
- Inactivate all of the candidate's application records.

Inactivated examination records are indicated by a status code of "DC" in the "Status" (field 34) of JAPI.

When a disposition code inactivates an application record, a 'Status Change' notice is sent to the applicant. The letter identifies the applicant list on which they were inactivated and advises them to submit questions (or requests for reactivation if appropriate) in writing to the agency listed on the notice.

NOTE: If a disposition code inactivates multiple application records of an applicant, and the applicant requests their record(s) to be reactivated, the agency assigning the disposition code should assist the applicant in reactivating the records of their choice that were made inactive due to the disposition – even on lists developed by other agencies.

IMPORTANT:

1. Do not reactivate a record when the announcement (JANI) is expired;
2. Enter a narrative code in field 64 of JAPI to help clarify questions other users might have when viewing the record(s). Refer to [Narrative Codes](#) in the JAPI section for assistance.

APPLICANT/CERTIFICATION USER MANUAL

J280 SCREEN DISPLAY

J280 1

ISSUE DT: 2

LIST TYPE: 6

FIRST EXT: 9

SEC EXT: 11

NO RECORD FOUND

REQUESTING AGENCY: 3

PT/FT: 4

PERM/SEAS: 5

ACTION CODE: 7

ORIG EXP DT: 8

EXP DT: 10

EXP DT: 12

EXCEPTION EXP DT: 13

TYPE ANNOUN	SSN	DISP	SCORE	ORIG FILM #	SUPP FILM #	ERR
<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20

J280 Screen Definitions


This section describes each field of J280. For instructions on specific data entry needs, refer to the section that covers that subject matter.

J280 is the certificate history file and it interfaces with the JLST file. When you enter the class, announcement, and certificate numbers in the access field of J280 to display the screen for a specific certificate, the computer uploads the data from the JLST file. Most fields of J280 are computer assigned based on what you keyed when you requested your certificate of eligibles.

NOTE: The number shown in brackets at the end of each 'Field Name' indicates the maximum number of characters allowed for that field.

Field No.	Field Name	Comments
1	J280 [21]	Field used to access a specific Certificate of Eligibles List.
2	ISSUE DT (Issue Date) [6]	Computer assigned. Identifies the date the certificate was issued. Acceptable format: MMDDYY
3	REQUESTING AGENCY	Computer assigned. Identifies the agency that requested the certificate.
4	PT/FT (Part-Time/Full-Time Code) [1]	Computer assigned. Identifies the duration of the position. Acceptable codes: F = Full-Time P = Part-Time E = Full- or Part-time I = Intermittent J = Job Share B = Any of the above
5	PERM/SEAS (Permanent/Seasonal Code)	Computer assigned. Identifies the duration of the position. Acceptable codes: P = Permanent S = Seasonal B = Either
6	LIST TYPE	Identifies the type of list requested by the agency. This field is computer assigned based on the announcement number prefix or, in the case of an LE announcement prefix, it is based on the Recruitment Type keyed in field 2 of JANI. Acceptable codes: OC = Open Competitive AP = Agency Promotion SW = Statewide Promotion LO = Agency Layoff RL = Statewide Reemployment Layoff IW = Injured Worker SR = Secondary Recall TR = Transfer IO = Information Only (for agency internal use)

Field No.	Field Name	Comments
7	ACTION CODE	Describes the status of the certificate. Acceptable codes: A = Disposition codes have not been added to the file. C = Certificate has been cancelled by agency and will be purged (occurs twice a month). D = Certificate has been deleted and will be purged. F = Certificate has been finalized and will be purged. R = Certificate has been restored. U = All or some of the disposition codes have been added (codes may be updated).
8	ORIG EXP DT	Lists the original expiration date generated by the system at the time the certificate was requested.
9	FIRST EXT	Field in which user generates a request for a first extension of the certificate. Acceptable code: X = instructs system to initiate a first extension
10	EXP DT	Identifies the date to which the certificate has been extended after the first extension request.
11	SEC EXT	Field in which user generates a request for a second extension of the certificate. Acceptable code: X = instructs system to initiate a second extension
12	EXP DT	Identifies the date to which the certificate has been extended after the second extension request.
13	EXCEPTION EXP DT	Field in which DAS/HRSD generates a special extension date of the certificate. Requires an extension exception approved by your DAS Recruitment Specialist.
14	TYPE ANNOUN (Type of Announcement)	Identifies the type of list. Computer assigned. Acceptable codes: L = Layoff (LO) O = Other (AP, SW, OC, SR) T = Transfer (TR) X = Injured Worker (IW) or Reemployment Layoff (RL)
15	SSN (Social Security Number)	The Social Security Number of each candidate. Computer assigned.
16	DISP (Disposition Codes)	Identifies the action taken on each candidate on the Certificate of Eligibles.
17	SCORE	Computer assigned. Identifies the test score for each candidate. Acceptable codes: 70 - 110 = Numerical score QLF = Qualified SKL = Skilled
18	ORIG FILM# (Original Film Number)	The DAS batch number or agency batch code that identifies the location of the application. This field is computer assigned based on the data keyed in JAPI, field 48.



Field No.	Field Name	Comments
		Refer to Appendix for acceptable codes.
19	SUPP FILM# (Supplemental Film Number)	The DAS batch number or agency batch code that identifies the location of the application. This field is computer assigned based on the data keyed in JAPI, field 63. Refer to Appendix for acceptable codes.
20	ERR (Error)	Computer assigned. Error messages for the J280 system.

◆ ◆ END ◆ ◆

J280 Display a Certificate Disposition File

The certificate disposition file (J280) can be accessed only until the certificate has been finalized. Once the certificate has been finalized, it is purged and can no longer be accessed. However, the certificate history can be accessed through J350 for individual applicants.

Step 1 Clear screen

Step 2 Key the following fields:

Field No.	Field Name	Comments
1	J280 (Access Field)	Key: J280 comma class number asterisk comma announcement number comma certificate number Example: J280,C0103*,LE950682A,N699 <ENTER> This displays the disposition screen for the certificate number. NOTE: When the certificate is displayed, check the Social Security Numbers on the screen with those on the certificate to make sure the correct certificate is displayed. <ENTER> again to display additional pages (if more than 15 names on certificate)

- NOTE:** If the message 'No Record Found' is displayed:
- the certificate has been finalized and purged from the system, **OR**
 - the class, announcement, and/or certificate numbers were either not keyed or were keyed incorrectly.

... **END** ...

J280 Post Disposition Codes

Disposition codes **must** be assigned to **each applicant** if their name appears on the Certificate of Eligibles and they have been invited to interview. This documents the action taken by (or for) the candidate (such as appointed, considered, fail to respond, declined an interview, etc.).

If the certificate has already been finalized, and the disposition code that should have been assigned would have affected the status of the applicant's status, the applicant's JAPI record must be updated. This process is termed "manual disposition coding". For instructions on manual disposition coding, refer to [Post Disposition Codes Manually](#) in the JAPI section.

NOTE: For acceptable disposition codes, refer to [Description of Disposition Codes](#).

Step 1: Clear screen

Step 2: Key the following fields:

Field No.	Field Name	Comments
1	Access Field	<p>Key: J280 comma class number asterisk comma announcement number comma certificate number</p> <p>Example: J280,C0103*,LE950682A,N699 <ENTER></p> <p>This displays the disposition screen for the certificate number.</p> <p>NOTE: When the certificate is displayed, check the Social Security Numbers on the screen with those on the certificate to make sure the correct certificate is displayed.</p> <p><ENTER> again to display additional pages (if more than 15 names on certificate)</p>
16	DISP (Disposition)	<p>Key: the assigned disposition code <ENTER></p> <p>NOTE: Match the Social Security Number on the certificate to the corresponding Social Security Number on the screen to make sure the disposition code is being entered to the correct candidate's record.</p> <p><ENTER> again to display the next page (each page displays 15 names)</p>



NOTE:

- ▶ If a disposition code of NA1 has already been posted to a candidate's record, **do not change** the disposition code. The NA1 code indicates a Social Security Number change has been made and this candidate's records will now be located under a different SSN. You may wish to:
 1. Call Data Entry at (503) 378-2179 to verify if a Social Security Number change has been assigned.
 2. Update the applicant's JAPI record if the disposition code that should have been assigned would affect the status of the applicant's record.
- ▶ If a candidate on the list requested their application records to be updated, post the disposition code **before** processing changes to update their JAPI record. The application record should remain the same as it was when it certified until **after** the disposition code has been posted.
- ▶ It may be necessary to post a disposition code to an applicant's record whose name is on a cancelled or deleted certificate. This can be done through J280 **only** if the certificate has not been finalized. Note the code presently in the J280 ACTION CODE (field 7) before changing anything on the screen.

RETENTION: The coded certificate must be retained in your recruitment file for three years as required by Secretary of State, Archive Division.

.. . **END** .. .



J280 Update or Correct Disposition Codes

Disposition codes **can be corrected** through the J280 screen if the certificate has not been finalized (the certificate still appears on the J280 screen when accessed).

Disposition codes **cannot** be corrected if the certificate has been finalized. In this case the candidate's JAPI status should manually be changed to reflect the status that would have resulted if the correct disposition code had been keyed into J280. Refer to **Post Disposition Codes Manually** in the JAPI section.

Step 1 Clear screen AND Key the following fields:

Field No.	Field Name	Comments
1	J280	<p>Key: J280 comma class number asterisk comma announcement number comma certificate number</p> <p>Example: J280,C0103*,LE950682A,N699 <ENTER></p> <p>This displays the disposition screen for the certificate number.</p> <p>NOTE: When the certificate is displayed, check the Social Security Numbers on the screen with those on the certificate to make sure the correct certificate is displayed.</p> <p><ENTER> again to display additional pages (if more than 15 names on certificate)</p> <p>NOTE: If the message 'No Record Found' is displayed:</p> <ol style="list-style-type: none"> a. the certificate has been finalized and purged from the system, OR b. the class, announcement, and/or certificate numbers were either not keyed or were keyed incorrectly.
16	DISP	<p>Scroll down to the row just to the right of the SSN being updated. If the record is not on this page, press <ENTER> to access next page.</p> <p>Key the new disposition code directly over the existing disposition code.</p> <p>NOTE: Match the SSN on the certificate to the corresponding SSN on the screen to make sure the disposition code is being entered to the correct candidate's record.</p>

Step 3 <ENTER>

... **END** ...

J280 Extend A Certificate Expiration Date

Certificate of Eligibles Lists are issued with an expiration date that is 60 days beyond the issue date. You can enter extensions to the certificate directly onto the J280 screen for a total of an additional 60 days.

FIRST EXTENSION REQUEST

Step 1 Clear screen

Step 2 Key the following fields:

Field No.	Field Name	Comments
1	J280 (Access Field)	Key: J280 comma class number asterisk comma announcement number comma certificate number Example: J280,C0103*,LE950682A,N699 <ENTER> This displays the J280 screen for the certificate number requested.
9	FIRST EXT: (First Extension)	Key: X

Step 3 <ENTER>

<ENTER> (a second time)

The system will generate a first extended expiration date 30 days beyond the original expiration date.

SECOND EXTENSION REQUEST

Step 1 Clear screen

Step 2 Key the following fields:

Field No.	Field Name	Comments
1	J280 (Access Field)	Key: J280 comma class number asterisk comma announcement number comma certificate number Example: J280,C0103*,LE950682A,N699 <ENTER> This displays the J280 screen for the certificate number requested.
11	SEC EXT: (Second Extension)	Key: X

Step 3 <ENTER>

<ENTER> (a second time)

The system will generate a second extended expiration date 30 days beyond the first extended expiration date.

ADDITIONAL EXTENSION REQUESTS

Additional extensions are rare and closely monitored. If you need to extend a certificate beyond the second 30-day extension, call your DAS/HRSD Recruitment Specialist.

◆ ◆ END ◆ ◆

J280

Cancel or Delete a Certificate or Supplemental Certificate

- CRITICAL:**
- **Do not cancel** any certificate from which an **appointment** has been made.
 - Deleting/canceling the **original certificate** will also delete/cancel all supplementals.
 - Deleting/canceling a **supplemental** will not change the status of the original certificate or other supplementals.
-

Step 1 Clear screen

Step 2 Key: J280
class number
asterisk
comma
announcement number
comma
certificate number (or supplemental certificate number)

Example: C0103*,LE950682A,M606

<ENTER>

Step 3 Review the social security numbers on the screen with those on the certificate/ supplemental to make sure the correct certificate/ supplemental is displayed.

Step 4 Key the following field:

Field No.	Field Name	Comments
7	ACTION CODE:	Key: appropriate code Acceptable codes: C = Cancel D = Delete

Step 5 <ENTER>

Step 6 <ENTER> again to view the changes made

IMPORTANT:

- A. Post disposition codes **prior** to canceling or deleting a certificate. After a certificate is cancelled, you will be unable to post the disposition code in the J280 file and part of the recruitment file's documentation is lost.
- B. If certificate is:
 - 1 **Cancelled:** 'C' will be displayed in ACTION CODE (field 7) and 'CAN' will be computer assigned in DISP (field 10) to records not already dispositioned.
 - 2 **Deleted:** 'D' will be displayed in ACTION CODE (field 7).
 - 3 A cancelled or deleted certificate can be restored as long as it has not been finalized (still appears on J280).

.. .. **END**

J280 Finalized Certificates

Certificates of Eligibles are finalized monthly. The finalization is automatically generated by the APPL/CERT system.

After a Certificate is finalized, disposition codes can only be processed by manually updating the candidate's status code through their JAPI application record. Refer to [Post Disposition Codes Manually](#) in the JAPI section.

Certificates are **purged** from the APPL/CERT system about a week after being finalized.

When the system finalizes a certificate, it will automatically assign an 'NA1' disposition code to Social Security Numbers **not** already posted with a disposition code.

Disposition codes are reflected on the applicant's J350 History File.

.. . END .. .

J280 Restore a Certificate or Supplemental Certificate

Certificates cannot be restored after the certificate has been finalized (when it no longer appears on J280).

The original Certificate of Eligibles List and all Supplementals must be restored individually to avoid restoring Supplemental Certificates that were pulled in error and are intended to remain deleted.

Step 1: Clear screen

Step 2: Key: J280
comma
class number
asterisk
comma
announcement number
comma
certificate number (or supplemental certificate number)

Example: J280,C0103*,LE950682A,N699

<ENTER>

Step 3: Key the following field:

Field No.	Field Name	Comments
7	ACTION CODE	Key: R

Step 4: <ENTER>

Step 5: <ENTER> again and the action taken will appear on the screen

... END ...

J280
Description of Disposition Codes

A disposition code must be reported for each candidate appearing on your Certificate of Eligibles who was invited to interview. Refer to: **OAR 105-040-0030(1)(m)**. Following lists the disposition codes and their descriptions.

CODE	DESCRIPTION
A	Appointed - Rank Order (Candidate selected for appointment to the position) Candidate will be inactivated from the eligible list of the class to which appointed plus all classes at the same or lower salary range.
AE	Accepted – Entry Level position. Candidate will remain active on the Injured Worker List for classifications above that salary range, and will be notified accordingly.
AS	Accepted – Suitable position. Candidate will be removed from the Injured Worker List and notified accordingly.
C	Considered - Candidate's qualifications satisfactory but another candidate was selected. Status on list not affected.

DECLINED

Candidate unwilling to accept the position for one of the following reasons:

CODE	DESCRIPTION
D1	Position - Unwilling to accept this position because of working conditions, hours of work, starting salary, type of work or other reason related to this position. Status on list not affected.
D2	Location - no longer available for this location. Identify desired locations in "Remarks". Records will be corrected accordingly. Status on list not affected.
D3	Duration - No longer available for this duration of appointment. Identify desired duration. Records will be corrected accordingly. Status on list not affected.
D4	Employed Elsewhere - No longer available for positions in this class or other classes with the same or lower salary. Candidate will be removed from these lists and notified accordingly.
D5	Waived - Waived appointment until further notice due to personal circumstances. Candidate will be removed from all lists (and notified accordingly) until notice is received to restore.
D6	Other - Indicate reason in "Remarks" or on an attached sheet. Status on list not affected.
D7	Interview/Position - Declined interview or unwilling to accept appointment from Secondary Recall (SR) list. Candidate will be removed from this SR list and notified accordingly.

FR	<p>Failed to Reply - Candidate did not:</p> <ul style="list-style-type: none"> a. Respond to a request for interview within a reasonable time period; b. Appear for a scheduled interview; or c. Respond to inquiry of availability for appointment within a reasonable time. <p>Candidate will be removed from the active list for the class/announcement number for which they failed to respond.</p>
-----------	---

NOT SUITABLE FOR CLASS (NSC)

Not suitable for any position in the class.

Candidate will be removed from the list and notified accordingly.

Refer to: **Personnel Rule 105-40-030**

CODE	DESCRIPTION
NSC1	Lack of qualifications
NSC4	Use of political pressure or bribery
NSC5	False statements, deception, or fraud
NSC7	Violation of rules or law

NOT SUITABLE AGENCY (NSA)

Not suitable for any position in the class within the agency.

NOTE: Candidate will not be certified to any position in the agency for that eligible list, but will continue to be certified to other agencies. If the candidate has restricted availability to the one agency which reports the NSA, or if the eligible list is used by only the one agency, the candidate will be notified of his removal from the list. Justification for use of this disposition must relate to one or more of the following reasons:

CODE	DESCRIPTION
NSA1	Poor References or Work Performance - Poor references that relate to all positions in the agency which are filled from this specific eligible list. References may relate to deficiencies in personal characteristics as well as to deficiencies in previous work performance.
NSA2	Poor Driving Record - The nature of the duties of all positions in the agency which are filled from this specific eligible list prohibit the selection of candidates with poor driving records.
NSA4	Criminal Conviction - Criminal conviction adversely affects all positions in the agency which are filled from this specific list. A written explanation of the conviction must be included when using this code.
NSA5	Undesirable Characteristics - Some unique undesirable characteristics that remove the candidate from consideration for all positions in the agency which are filled from this specific eligible list. A written explanation of the characteristic must be included when using this code.
NSA6	Selective Certification - Upon obtaining in writing approval for selective certification, candidates may be disqualified for not meeting approved criteria. This code may be used only when the positions in the agency that are filled from this specific eligible list all require the same selective certification factor.

NOT SUITABLE FOR POSITION (NSP)

Not suitable for this position only.
Status on list is not affected.

Justification must relate to one or more of the following reasons:

CODE	DESCRIPTION
NSP1	Poor References or Work Performance - Poor references which relate only to this position. References may relate to deficiencies in personal characteristics as well as to deficiencies in previous work performance.
NSP2	Poor Driving Record - The nature of the duties of this position only prohibit the selection of candidates with poor driving records.
NSP4	Criminal Conviction - Criminal conviction adversely affects this position. A written explanation of the conviction must be included when using this code.
NSP5	Undesirable Characteristics - Some unique undesirable characteristics which remove the candidate from consideration for this position. A written explanation of the characteristic(s) must be included when using this code.
NSP6	Selective Certification - Upon obtaining in writing approval for selective certification, candidates may be disqualified for not meeting approved selection criteria.

MISCELLANEOUS CODES

CODE	DESCRIPTION
WA	Wrong Address - Written correspondence mailed to a candidate is returned by the Post Office Department with the notation that the addressee no longer lives at the listed address. Candidate will not be certified on any lists until applicant's record has been updated with a change of address.
DNA	Disposition Not Acceptable - Disposition submitted was not acceptable to Department of Administrative Services for various reasons. Status on list is not affected.
NA1	No Action - A candidate in rank order has been selected for the position, and no further action is taken on the remaining candidates. In the event this code is used for candidates higher on the list than the one appointed, it will be counted in the same manner as "considered" in determining the appointment is in rank order. Status on list is not affected.
CAN	Cancellation Certificate has been cancelled. Status on list is not affected. NOTE: "CAN" disposition code will remove ALL HISTORY (J350) entries for the applicant for that certificate.
NED	Not Economically Disadvantaged – No longer used

◆◆ END ◆◆

**ERROR CODES
J280**

ERROR MESSAGE	DESCRIPTION
Action Code	Field cannot be a space. Only the following codes are acceptable: A = Add D = Delete U = Update F = Finalize C = Cancel R = Restore
ERR	1. Certificate has been cancelled and will be purged at next monthly purge. 2. Certificate has been deleted and will be purged at next monthly purge. 3. Certificate has been finalized and will be purged at next monthly purge.

* * * **END** * * *

J350 APPLICANT HISTORY SCREEN



INTRODUCTION

J350 is a 'read only' database that provides history information from:

- JAPI Application file;
- JLST Certification file; and
- J280 Certificate Disposition information.

There is no history for rejected applications. On accepted applications, Applicant History data reflects changes or additions to the applicant's records. However, changes or additions to name, address, and telephone number(s) are not included.

Certificate History data includes social security number, class and announcement numbers, certificate issue date, certificate numbers, and disposition codes from which the change was made. This file is updated on a weekly schedule. Data keyed in the APPL/CERT system during the week will not be reflected in this file until Friday.

Applicant History is updated every other week. Data will not be displayed until **after the next update**.

Each user who data entered information is identified by a user identification code (User ID).

J350 RETENTION:

1. Applicant History is:
 - a) Reduced to the date and batch number 30 days after the JAPI expiration date;
 - b) Reduced to date and batch number after the corresponding APEX record is purged (quarterly); and
 - c) Purged down to the date and the film number when a record is deleted in JAPI.
2. Certificate History is retained for a period of 12 months.

J350 SCREEN DISPLAY

J350 1

PAGE 01 2

CLASS
3

ANNOUN
4

DATE
5

TSK
6

TEXT
7

NOTE:

During the final purge (which removes excess data), the system changes this date to a "Date Of Purge" date.

J350 Screen Definitions

This section describes each field of J350. For instructions on specific data entry needs, refer to the section that covers the desired subject matter.

NOTE: The number shown in brackets at the end of each 'Field Name' indicates the maximum number of characters allowed for that field.

Field No.	Field Name	Comments
1	J350 (Access Field) [4]	Field used to access applicant history records
3	CLASS (Classification Number) [6]	Identifies the classification number(s) of all announcements for which the applicant has applied.
4	ANNOUN (Announcement Number) [9]	Identifies the announcement numbers of all lists for which the applicant has applied.
5	DATE [6]	The date (in chronological order) a particular transaction occurred on this record. Date is subject to change (see the "NOTE" on screen page). Acceptable format: YYMMDD
6	TSK (Task Code) [1]	A code that identifies the screen transaction that created the history record. Acceptable codes: C = Certificate of eligibles was issued from 'JLST' E = Change was made to applicant's JAPI record N = Indicates applicant has a duplicate record - an eliminated score is recorded in their History File and a previous examination score remains on their JAPI record P = Change was made to individual's JAPI record 6 = Change was made to individual's JAPI record 8 = Change was made to individual's JAPI record as the result of a disposition entered on 'J280'
7	TEXT [2]	Identifies actions processed on all lists for which the applicant has applied <u>and been accepted</u> . Refer to J350 section C for Text Code definitions

.. .. END

J350 Display by Social Security Number

J350 displays the Applicant History, Availability, and Examination and Certificate History occurring chronologically within an exam and announcement.

- Step 1 Clear screen
- Step 2 Key: J350
- Step 3 <ENTER>
- Step 4 Key the following fields:

Field No.	Field Name	Comments
1	J350 (Access Field)	Key: social security number Example: 000000000

- Step 5 <ENTER>

NOTE: To display the next page, press <ENTER>

EXAMPLE - Display by Social Security Number

```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help

J350 00000000                PAGE 01
CLASS ANNOUN DATE TSK      TEXT
C6613* LE960001B 00121 C AG=29100 CT=T315 DS= LA=001216
```

.. .. **END**

J350 Display by Social Security Number and Applicant (APPL) Record

Displays the Applicant Personal History **only**

- Step 1 Clear screen
- Step 2 Key: J350
- Step 3 <ENTER>
- Step 4 Key the following fields:

Field No.	Field Name	Comments
1	J350 (Access Field)	Key: social security number comma APPL Example: 000000000,APPL

- Step 5 <ENTER>

EXAMPLE - Display by Social Security Number and Applicant (APPL) Record

```

Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help

J350 00000000 PAGE 01
CLASS ANNOUN DATE TSK TEXT
C6613* LE960001B 001216 C AG=29100 CT=T315 DS= LA=001216
990607 P SX=F ET-I DB=0 AC=990405 VP=5 VE=750705 VD=790705
VL=V TI=E9EP UI=DASA179
    
```

J350 Display by Social Security Number and Availability/Examination (APEX)

Displays the Availability and Examination History **only**

- Step 1 Clear screen
- Step 2 Key: J350
- Step 3 <ENTER>
- Step 4 Key the following fields:

Field No.	Field Name	Comments
1	J350 (Access Field)	Key: social security number comma APEX Example: 000000000,APEX

- Step 5 <ENTER>

EXAMPLE: Display by Social Security Number and Availability/Examination (APEX)

```

Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help

J350 00000000 PAGE 01
CLASS ANNOUN DATE TSK TEXT
C0103* LE950682A 990607 P ST=AC AR=990201 ED=990225 AX=990922 AV=0 EL=0 PF=F
PS=P AP=X VP=0 FS=QLF SC=CS SK=PROMLTQTP
GA=24M
F=TEST TI=E9DX UI=EXEAB42
C0103* LE950682A 990607 P ST-AC AR-990607 ED-990607 AX-991207 AV-0 EL-0 PF=F
PS-P AP=X VP=0 FS-QLF SK-QTPMLTW/PSPA GA-24M
FL-IDTEST TI=E9EQ UI=DASAF75
C6613* LE950682 001216 P AG=29100 CT=T315 DS= LA=001216
990607 P SX=F ET-I DB=0 AC=990405 VP=5 VE=750705 VD=790705
VL=V TI=E9EP UI=DASA179
    
```

J350

Display by Social Security Number and Certificate (CERT)

Displays the Applicant's Certificate History

- Step 1 Clear screen
- Step 2 Key J350
- Step 3 <ENTER>
- Step 4 Key the following fields:

Field No.	Field Name	Comments
1	J350 (Access Field)	Key: social security number comma CERT (the word 'cert') Example: 000000000,CERT

- Step 5 <ENTER>

EXAMPLE: Display by Social Security Number and Certificate (CERT)

```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help

J350 00000000 PAGE 01
CLASS ANNOUN DATE TSK TEXT
C0102* LE950682A 001219 C AG=29100 CT=T356 DS= LA=001219
C0104* LE950682A 990603 C AG=10700 CT=T401 DS= LA=990603
C0108* SW980006 010105 C AG=10700 CT=T380 DS= LA=010105
C4431* LE960000 961028 C AG=73100 CT=U028 DS=
LA=961028
961028 C AG=73100 CT=U029 DS=
LA=961028
961028 C AG=73100 CT=U030 DS=
LA=961028
X0108* LE200200 001230 C AG=10700 CT=T373 DS= LA=001230
X1320* OC930150 930428 C AG=15000 CT=T762 DS= LA=930503

... END ...
```

J350
TEXT CODE DEFINITIONS

Text Codes (field 7) identify the actions processed on all lists for which the applicant has applied and been accepted.

A) APPLICANT HISTORY COMPOSITE CODES

<u>CODE</u>	<u>EXPLANATION</u>	<u>REMARKS</u>
AC	Address Change Date	
CR	County of Residence	See Appendix for County/City Codes
DB	Date of Birth	
DD	Disability Date	
DE	Delete Byte	Record displayed has been flagged to be deleted at the time the files are purged.
DL	Drivers License	
ET	Ethnic	See Appendix for Ethnic Code Definitions
ST	State	
SX	Sex	
VP	Veterans Preference	
WA	Wrong Address Date	

B) AVAILABILITY AND EXAMINATION HISTORY CODES

<u>CODE</u>	<u>EXPLANATION</u>	<u>REMARKS</u>
AA	Agency Availability	See Appendix for Agency Codes
AE	Agency Exception.....	See Appendix for Agency Codes
AH	Application Hold	
AP	Application Except	
AR	Application Received Date	
AV	Availability Date	
AX	Availability Expiration Date	
CR	Service Credit Score	
DE	Delete Byte	Record displayed has been flagged to be deleted at the time the files are purged.
ED	Exam Date	
EL	Eligibility Date	
ET	Experience and Training	
FS	Final Score	
GA	Geographic Availability.....	See Appendix for County/City Codes
GE	Geographic Exception.....	See Appendix for County/City Codes

<u>CODE</u>	<u>EXPLANATION</u>	<u>REMARKS</u>
GR	General Raw Score	
LA	Layoff Agency	See Appendix for Agency Codes
NC	Narrative Code	See JAPI for Narrative Code Definitions
OP	Optional Raw Score	
OR	Oral Score	
PF	Part or Full-Time	
PM	Promotional Merit Rating	
PS	Permanent or Seasonal	
RJ	Application Reject	
SC	Score Code	
SK	Skill Codes	
ST	Status Codes	See JAPI for Status Code Definitions
VP	Veterans Points	
WR	Written Exam Score	

C) CERTIFICATE HISTORY CODES

<u>CODE</u>	<u>EXPLANATION</u>	<u>REMARKS</u>
AG	Certificate Agency	See Appendix for Agency Codes
CT	Certificate Number	
DS	Disposition	See J280 for Disposition Code Definitions
LA	Last Update	May be one of the following: <ul style="list-style-type: none"> • Date certificate was issued if disposition codes have not been entered; • Date disposition codes were entered; or • Date certificate was finalized by DAS.

.. .. **END**

J400 APPLICANT SEARCH SCREEN



INTRODUCTION

J400 is a 'read only' file to assist in locating an applicant when the applicant's social security number is unknown.

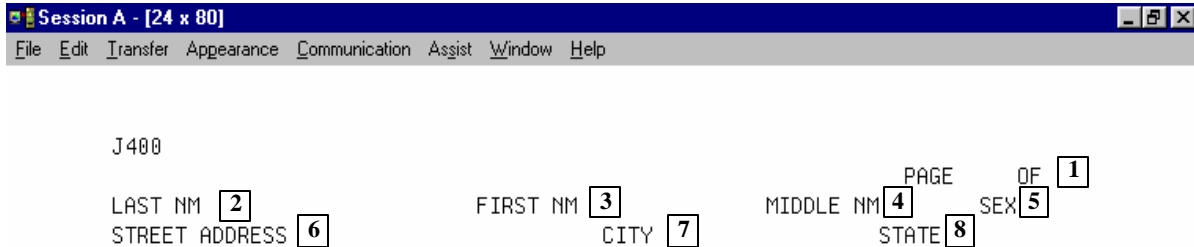
When an applicant fails to provide their SSN, search the J400 database before assigning a 'dummy' number.

Note: A first and last name must be keyed. The system will not generate an error message when one name is keyed, but no names will appear.

APPLICANT/CERTIFICATION USER MANUAL

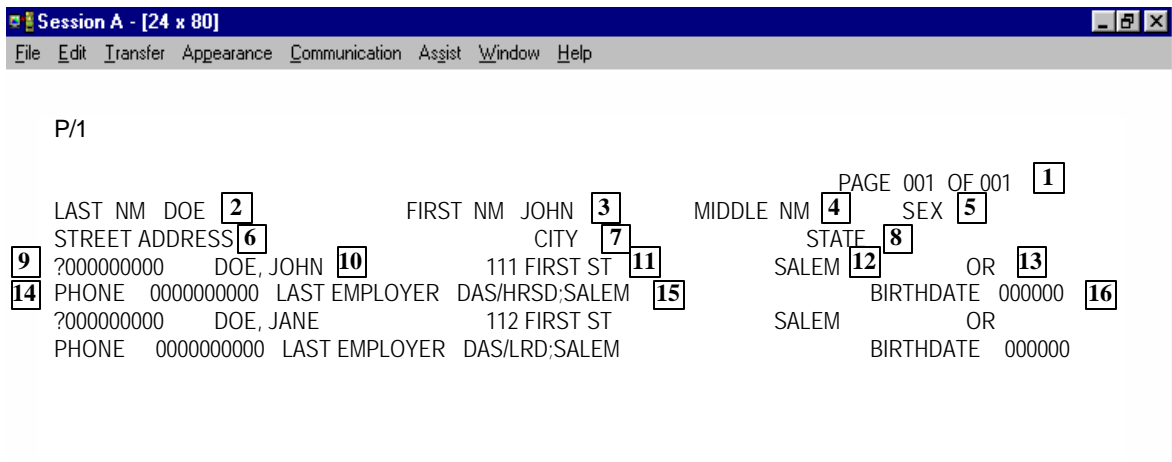
J400 SCREEN DISPLAY

DISPLAY A Before requesting information



DISPLAY B After requesting information.

The additional two lines at the bottom are repeated for each applicant listed. Press <ENTER> for additional pages.



J400 Screen Definitions

This section describes each field of J400. For instructions on specific data entry needs, refer to the section that covers that subject matter.

Display 'A' shows the J400 screen before any data is keyed in. After a name is keyed and <ENTER> is pressed, the screen will appear as in Display B. If the system locates matches to the name keyed, those names will appear. The names are searched phonically, so names and spelling may not be a perfect match.

NOTE: The number shown in brackets at the end of each 'Field Name' indicates the maximum number of characters allowed for that field.

Field No.	Field Name	Comments
1	PAGE OF	Identifies the page currently being viewed and the total number of pages available.
2	LAST NM (Last Name) [19]	Identifies applicant's last name
3	FIRST NM (First Name) [12]	Identifies applicant's first name
4	MIDDLE NM (Middle Name) [5]	Identifies applicant's middle name or initial
5	SEX [1]	Identifies applicant's sex
6	STREET ADDRESS [22]	Identifies applicant's street address
7	CITY [15]	Identifies applicant's city of residence
8	STATE [11]	Identifies applicant's state of residence
9	SSN (Social Security Number)	Identifies applicant's social security number
10	NAME	Identifies applicant's full name (last name, first name, middle name/initial)
11	STREET	Identifies applicant's street address
12	CITY	Identifies applicant's city of residence
13	STATE	Identifies applicant's state of residence
14	PHONE	Identifies applicant's telephone number(s)
15	LAST EMPLOYER	Identifies applicant's last employer
16	BIRTHDATE	No longer used (system generates zeros)

... END ...

J400 Display By Name When SSN Unknown

Step 1 Clear screen

Step 2 Key: J400
<ENTER>
(retrieves the J400 screen)

Step 3 Key the following fields:

Field No.	Field Name	Comments
2	LAST NM	Key applicant's last name
3	FIRST NM	Key applicant's first name
4	MIDDLE NM	Optional - Key applicant's middle initial
5	SEX	Optional - Key applicant's sex
6	STREET ADDRESS	Optional - Key applicant's street address
7	CITY	Optional - Key applicant's city address
8	STATE	Optional - Key applicant's state address

Step 4 <ENTER> (If any names match, they will be listed as shown in Display B)

NOTE: If there are multiple pages, press <ENTER> to access next page.

EXAMPLE: J400 screen before an individual record is accessed:

```

Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help

P/1

                                PAGE 001 OF 001
LAST NM  DOE                      FIRST NM  JOHN          MIDDLE NM  SEX
STREET ADDRESS                      CITY              STATE
?000000000  DOE, JOHN              111 FIRST ST      SALEM       OR
PHONE  5030000000 LAST EMPLOYER US NAVY; SAN DIEGO CA  BIRTHDATE 000000
?000000000  DOE, JANE              222 SECOND ST     SALEM       OR
PHONE  5030000000 LAST EMPLOYER UMPQUA TRNG:ROSEBURG  BIRTHDATE 000000
  
```

RETRIEVING THE DESIRED RECORD

OPTION 1

1	Space out the question mark (?) next to the SSN of the record you wish to retrieve.
2	Move cursor to home position
3	Key: J400 <ENTER> <ENTER> (retrieves the JAPI record of the selected SSN)

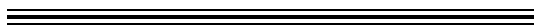
OPTION 2

1.	Note the SSN of the record desired
2.	Clear screen
3.	Key: JAPI <ENTER> (retrieves the JAPI screen)
4.	Key 'I' over the 'I' (or press tab)
5.	Key: the selected social security number Example: 000000000 <ENTER>

NOTE: If the message "No Record Found" appears on the screen, check the spelling of the name, and re-key if necessary.

.. .. END

.. .. **APPENDIX**



**Applicant/Certification
User Manual**

APPENDIX

AFFIRMATIVE ACTION ETHNIC CODE DEFINITIONS

Code	Title	Definition
A	Asian or Pacific Islander	Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent or the Pacific Islands, including China, Japan, Korea, the Philippine Islands, and Samoa.
B	African American	Persons having origins in any of the black ethnic groups (not of Hispanic origin).
H	Hispanic	Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures, regardless of ethnicity.
I	American Indian or Alaskan Native	Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
W	Caucasian	Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (not of Hispanic origin).
U	Unknown	Used when an applicant fails to indicate one of the ethnic groups listed above.

.. .. **END**

APPENDIX
AGENCY LISTING – ALPHABETICAL

When entering the batch code for application records on JAPI (BCH1, field 48),
you may use either your agency number or your agency's assigned batch code.
If you wish to change your batch code, please contact DAS Data Entry at (503) 378-2179.

Agency No.	Agency Name	Phone No.	Batch Code
10700	Administrative Services, Dept of	(503) 373-7655	DAS
46100	Adult & Family Services Div	(503) 945-5698	AFS
60300	Agriculture, Dept of	(503) 986-4585	AGRICU
91600	Architect Examiners, Board of	(503) 378-4270	ARCHIT
11700	Black Affairs, Commission for	(503) 945-9008	BLACK
58500	Blind, Commission for	(503) 731-3221 x 220	BLIND
11000	Capitol Planning Commission	(503) 378-8163	CAP
42300	Children & Families, Comm on	(503) 373-1570 x 222	FAMILY
81100	Chiropractic Exam, Bd of	(503) 378-5816 x 23	CHIROP
91500	Construction Contractors Board	(503) 378-4621 x1-4000	CONSTR
44000	Consumer & Business Serv	(503) 378-3200	DCBS
29100	Corrections Dept	(503) 378-6013 x7158	DOC
25200	Criminal Justice Council	(503) 378-2053 x 23	CRIM
10700	DAS / HRSD	(503) 378-2179	HRSD
40500	Disabilities Commission, Oregon	(503) 378-3142	DISABI
17300	Dispute Resolution Committee	(503) 378-2877 x 22	DISPUT
19600	District Attys/Deputies (access 13700)	(503) 378-6347	DISATY
30939/ 38	Eastern Oregon Psych & Trng Center	(541) 276-0991 x 450	EOTC
12300	Economic Development Dept	(503) 986-0097	ECONOM
58100	Education, Dept of	(503) 378-3600 x 4444	ED
47100	Employment Department	(503) 947-1469	EMPLOY
11500	Employment Relations Board	(503) 378-3807 x222	ERB
33000	Energy, Dept of	(503) 373-7299	ENERGY
34000	Environmental Quality, Dept of	(503) 229-6441	DEQ
62200	Fair and Exposition Center	(503) 947-3210	FAIR
63500	Fish and Wildlife, Dept of	(503) 872-5262 x 5607	F&W
62900	Forestry Dept	(503) 945-7294	FOREST
92300	Geologist Examiners, Board of	(503) 378-4180	GEOLE
63200	Geology & Mineral Ind Dept	(503) 731-4100 x 229	GEOLOG
19900	Govt Stand & Practices Comm	(503) 378-5105	ETHICS
33300	Health Division	(503) 731-4337	HEALTH
83300	Health Related Licensing Boards Clinical Social Workers, Bd of Dentistry, Board of Dietitians, Board of Examiners Massage Technicians, Brd of Mortuary and Cemetery Board Naturopathic Exam, Bd of Nurs Home Adm Exam, Bd of Occupational Therapy Lic Bd Optometry, Board of Pharmacy, Board of Physical Therapist Lic Bd Prof Counselors & Therapists Psychologist Exam, Bd of Radiologic Technology, Board of Sanitarians Registration Board Speech Pathology & Audiology Veterinary Med Exam Bd	 (503) 378-5735 (503) 229-5520 (503) 731-4085 (503) 731-4064 (503) 731-4040 (503) 731-4045 (503) 731-4046 (503) 731-4048 (503) 373-7721 (503) 731-4032 (503) 731-4047 (503) 378-5499 (503) 378-4154 (503) 731-4088 (503) 731-4049 (503) 731-4050 (503) 731-4051	 CLINIC DENTIS ODIET MASSAG MORTUA NATURO NURHOM OCCUPA OPTOME PHARMA PHYSBD PROFCO PSYCHO RADIOL SANITA SPEECH VET

AGENCY LISTING – ALPHABETICAL

When entering the batch code for application records on JAPI (BCH1, field 48),
you may use either your agency number or your agency's assigned batch code.
If you wish to change your batch code, please contact DAS Data Entry at (503) 378-2179.

Agency No.	Agency Name	Phone No.	Batch Code
11800	Hispanic Affairs, Commission for	(503) 378-2422 x 415	HISPAN
30936	Hospital, Oregon State	(503) 945-2822	OSH
91400	Housing & Comm Serv Dept	(503) 986-2098	HOUSIN
41000	Human Services, Dept of	(503) 945-5698	DHR
42500	Indian Services, Leg Commission on	(503) 986-1067	INDIAN
44200	Insurance Pool Governing Bd	(503) 373-1692	INSUR
19800	Judicial Dept	(503) 986-4548	JUD
17500	Judicial Fitness Comm	(503) 284-4636	JUDFIT
13700	Justice, Dept of	(503) 378-5555 x 230	JUSTIC
83900	Labor and Industries, Bureau of	(503) 731-8618	BOLI
66000	Land Conserv & Dev, Dept of	(503) 373-0065 x 223	LCDC
66200	Land Use Board of Appeals	(503) 373-1265	LANUSE
92200	Landscape Architects Board	(503) 589-0093	LANARC
92100	Landscape Contractors Board	(503) 378-4621 x 4023	LANCON
54300	Library, Oregon State	(503) 378-4243 x 226	LIBRAR
84500	Liquor Control Commission	(503) 872-5153	OLCC
17700	Lottery Commission	(503) 540-1323	LOT
25000	Marine Board	(503) 373-1405 x 243	MARINE
84700	Medical Examiners, Board of	(503) 229-5873 x 222	MEDEXA
30910	Mental Health & Dev Dis	(503) 947-1006	MHDD
24800	Military Dept	(503) 378-3881	MILIT
85100	Nursing, Board of	(503) 731-4745 x 232	NURSIN
57500	Oregon Student Assistance Commission	(503) 687-7405	OSAC
41500	Oregon Youth Authority	(503) 373-7513	OYA
73410	Parks and Recreation Dept	(503) 378-4168 x 303	PARKS
25500	Parole/Post Prison Supv, Bd of	(503) 945-9009	PAROLE
25700	Police, Oregon State	(503) 378-3720 x 4713	OSP
45900	Public Empl Retirement System	(503) 603-7708	PERS
25900	Public Sfty Stds & Trng, Dept. of	(503) 378-2100 x 278	PSST
86000	Public Utility Commission	(503) 373-1368	PUC
86200	Racing Commission	(503) 731-4052	RACING
91900	Real Estate Agency	(503) 378-4170 x 224	REALES
15000	Revenue, Dept of	(503) 945-8552	REVENU
16500	Secretary of State	(503) 986-1525	SECRET
41100	Senior & Disabled Services Div	(503) 945-5698	SDSD
41200	Services to Children & Families	(503) 945-5698	CSD
14100	State Lands, Division of	(503) 378-3805 x223	LAND
58400	Teacher Stan & Prac Comm	(503) 378-3586	TEACH
73000	Transportation, Dept of	(503) 986-4364	ODOT
17000	Treasury, Oregon State	(503) 378-6885	TREAS
27400	Veterans Affairs, Dept of	(503) 373-2380	DVA
58200	Vocational Rehabilitation Div	(503) 945-5698	VRD
69000	Water Resources Dept	(503) 378-8455 x308	WATER

.. .. END

APPENDIX
AGENCY LISTING – NUMERICAL

When entering the batch code for application records on JAPI (BCH1, field 48),
you may use either your agency number or your agency's assigned batch code.
If you wish to change your batch code, please contact DAS Data Entry at (503) 378-2179.

Agency No.	Agency Name	Phone No.	Batch Code
10700	Administrative Services, Dept of	(503) 373-7655	DAS
10700	DAS / HRSD	(503) 378-2179	HRSD
11000	Capitol Planning Commission	(503) 378-8163	CAP
11500	Employment Relations Board	(503) 378-3807 x222	ERB
11700	Black Affairs, Commission for	(503) 945-9008	BLACK
11800	Hispanic Affairs, Commission for	(503) 378-2422 x 415	HISPAN
12300	Economic Development Dept	(503) 986-0097	ECONOM
13700	Justice, Dept of	(503) 378-5555 x 230	JUSTIC
14100	State Lands, Division of	(503) 378-3805 x223	LAND
15000	Revenue, Dept of	(503) 945-8552	REVENU
16500	Secretary of State	(503) 986-1525	SECRET
17000	Treasury, Oregon State	(503) 378-6885	TREAS
17300	Dispute Resolution Committee	(503) 378-2877 x 22	DISPUT
17500	Judicial Fitness Comm	(503) 284-4636	JUDFIT
17700	Lottery Commission	(503) 540-1323	LOT
19600	District Attys/Deputies (access 13700)	(503) 378-6347	DISATY
19800	Judicial Dept	(503) 986-4548	JUD
19900	Govt Stand & Practices Comm	(503) 378-5105	ETHICS
24800	Military Dept	(503) 378-3881	MILIT
25000	Marine Board	(503) 373-1405 x 243	MARINE
25200	Criminal Justice Council	(503) 378-2053 x 23	CRIM
25500	Parole/Post Prison Supv, Bd of	(503) 945-9009	PAROLE
25700	Police, Oregon State	(503) 378-3720 x 4713	OSP
25900	Public Sfty Stds & Trng, Dept. of	(503) 378-2100 x 278	PSST
27400	Veterans Affairs, Dept of	(503) 373-2380	DVA
29100	Corrections Dept	(503) 378-6013 x7158	DOC
30910	Mental Health & Dev Dis	(503) 947-1006	MHDD
30936	Hospital, Oregon State	(503) 945-2822	OSH
30939/38	Eastern Oregon Psych & Trng Center	(541) 276-0991 x 450	EOTC
33000	Energy, Dept of	(503) 373-7299	ENERGY
33300	Health Division	(503) 731-4337	HEALTH
34000	Environmental Quality, Dept of	(503) 229-6441	DEQ
40500	Disabilities Commission, Oregon	(503) 378-3142	DISABI
41000	Human Services, Dept of	(503) 945-5698	DHR
41100	Senior & Disabled Services Div	(503) 945-5698	SDSD
41200	Services to Children & Families	(503) 945-5698	CSD
41500	Oregon Youth Authority	(503) 373-7513	OYA
42300	Children & Families, Comm on	(503) 373-1570 x 222	FAMILY
42500	Indian Services, Leg Commission on	(503) 986-1067	INDIAN
44000	Consumer & Business Serv	(503) 378-3200	DCBS
44200	Insurance Pool Governing Bd	(503) 373-1692	INSUR
45900	Public Empl Retirement System	(503) 603-7708	PERS
46100	Adult & Family Services Div	(503) 945-5698	AFS
47100	Employment Department	(503) 947-1469	EMPLOY
54300	Library, Oregon State	(503) 378-4243 x 226	LIBRAR
57500	Oregon Student Assistance Commission	(503) 687-7405	OSAC
58100	Education, Dept of	(503) 378-3600 x 4444	ED

AGENCY LISTING – NUMERICAL

When entering the batch code for application records on JAPI (BCH1, field 48),
you may use either your agency number or your agency's assigned batch code.
If you wish to change your batch code, please contact DAS Data Entry at (503) 378-2179.

Agency No.	Agency Name	Phone No.	Batch Code
58200	Vocational Rehabilitation Div	(503) 945-5698	VRD
58400	Teacher Stan & Prac Comm	(503) 378-3586	TEACH
58500	Blind, Commission for	(503) 731-3221 x 220	BLIND
60300	Agriculture, Dept of	(503) 986-4585	AGRICU
62200	Fair and Exposition Center	(503) 947-3210	FAIR
62900	Forestry Dept	(503) 945-7294	FOREST
63200	Geology & Mineral Ind Dept	(503) 731-4100 x 229	GEOLOG
63500	Fish and Wildlife, Dept of	(503) 872-5262 x 5607	F&W
66000	Land Conserv & Dev, Dept of	(503) 373-0065 x 223	LCDC
66200	Land Use Board of Appeals	(503) 373-1265	LANUSE
69000	Water Resources Dept	(503) 378-8455 x308	WATER
73000	Transportation, Dept of	(503) 986-4364	ODOT
73410	Parks and Recreation Dept	(503) 378-4168 x 303	PARKS
81100	Chiropractic Exam, Bd of	(503) 378-5816 x 23	CHIROP
83300	Health Related Licensing Boards		
	Clinical Social Workers, Bd of	(503) 378-5735	CLINIC
	Dentistry, Board of	(503) 229-5520	DENTIS
	Dietitians, Board of Examiners	(503) 731-4085	ODIET
	Massage Technicians, Brd of	(503) 731-4064	MASSAG
	Mortuary and Cemetery Board	(503) 731-4040	MORTUA
	Naturopathic Exam, Bd of	(503) 731-4045	NATURO
	Nurs Home Adm Exam, Bd of	(503) 731-4046	NURHOM
	Occupational Therapy Lic Bd	(503) 731-4048	OCCUPA
	Optometry, Board of	(503) 373-7721	OPTOME
	Pharmacy, Board of	(503) 731-4032	PHARMA
	Physical Therapist Lic Bd	(503) 731-4047	PHYSBD
	Prof Counselors & Therapists	(503) 378-5499	PROFCO
	Psychologist Exam, Bd of	(503) 378-4154	PSYCHO
	Radiologic Technology, Board of	(503) 731-4088	RADIOL
	Sanitarians Registration Board	(503) 731-4049	SANITA
	Speech Pathology & Audiology	(503) 731-4050	SPEECH
	Veterinary Med Exam Bd	(503) 731-4051	VET
83900	Labor and Industries, Bureau of	(503) 731-8618	BOLI
84500	Liquor Control Commission	(503) 872-5153	OLCC
84700	Medical Examiners, Board of	(503) 229-5873 x 222	MEDEXA
85100	Nursing, Board of	(503) 731-4745 x 232	NURSIN
86000	Public Utility Commission	(503) 373-1368	PUC
86200	Racing Commission	(503) 731-4052	RACING
91400	Housing & Comm Serv Dept	(503) 986-2098	HOUSIN
91500	Construction Contractors Board	(503) 378-4621 x1-4000	CONSTR
91600	Architect Examiners, Board of	(503) 378-4270	ARCHIT
91900	Real Estate Agency	(503) 378-4170 x 224	REALES
92100	Landscape Contractors Board	(503) 378-4621 x 4023	LANCON
92200	Landscape Architects Board	(503) 589-0093	LANARC
92300	Geologist Examiners, Board of	(503) 378-4180	GEOLE

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**APPENDIX
COUNTY & CITY CODES By COUNTY**

METROPOLITAN AREAS		
EMA Eugene Metro Area (Cottage Grove, Eugene, Springfield, Sweet Home, Veneta)	PMA Portland Metro Area (Beaverton, Clackamas, Gresham Hillsboro, Lake Oswego, Milwaukie, Oregon City, Portland, Tigard, Troutdale)	SMA Salem Metro Area (Albany, Dallas, McMinnville, Monmouth/ Independence, Sublimity, Salem/Keizer, Woodburn)

01 BAKER CO.

- 01A Baker City
- 01 Bridgeport
- 01B Bourne
- 01 Carson
- 01C Cornucopia
- 01 Dixie
- 01 Dooley Mountain
- 01 Durkee
- 01J Farewell Bend
- 01D Haines
- 01E Halfway
- 01 Hereford
- 01 Homestead
- 01F Huntington
- 01 Keating
- 01 Lime
- 01 New Bridge
- 01 Pine
- 01 Pleasant Valley
- 01 Rattlesnake Springs
- 01G Richland
- 01 Robinett
- 01 Sparta
- 01H Sumpter
- 01 Unity
- 01 Wetmore
- 01I Whitney

02 BENTON CO.

- 02 Alpine
- 02 Alsea
- 02 Arboretum
- 02 Blodgett
- 02A Corvallis
- 02 Hoskins
- 02 Kings valley
- 02B Monroe
- 02C Philomath
- 02 Summit
- 02 Wahkeena Pond
- 02 Washburn
- 02 Wilson Game Area

03 CLACKAMAS CO.

- 03A Barlow
- 03 Beaver creek
- 03 Boring
- 03 Brightwood
- 03 Camp Namanu
- 03 Campy Withycombe
- 03B Canby
- 03 Cherryville
- 03L Clackamas
- 03 Colton
- 03C Estacada
- 03 Fern Ridge
- 03 Frog Lake
- 03D Gladstone
- 03M Government Camp
- 03 Jennings Lodge
- 03 Lake Grove
- 03H Lake Oswego
- 03 Marquam
- 03N Marylhurst
- 03 McIver State Park
- 03E Milwaukie
- 03F Molalla
- 03 Oak Grove
- 03G Oregon City
- 03 Park Place
- 03 Rhododendron
- 03 Salmon River
- 03I Sandy
- 03 Santiam Junction
- 03 Twin Bridge
- 03 Welches
- 03 Wemme
- 03J West Linn
- 03K Wilsonville
- 03 Zigzag

04 CLATSOP CO.

- 04 Arch Cape
- 04A Astoria
- 04 Bradley
- 04 Bradwood
- 04 Brownsmead

04 Cannon Beach

- 04 Clifton
- 04 Ecola
- 04 Elsie
- 04 Fort Stevens
- 04B Gearhart
- 04 Hamlet
- 04C Hammond
- 04 Hamlet
- 04 Jewello
- 04 Klaskanine River
- 04 Knappa
- 04 Mulino
- 04D Seaside
- 04 Saddle Mountain
- 04 Skipanom
- 04 Sunset Springs
- 04 Svensen
- 04 Tillasqua River
- 04 Wauna
- 04E Warrenton
- 04 Westport

05 COLUMBIA CO.

- 05 Birkenfeld
- 05A Clatskanie
- 05B Columbia City
- 05 Deer Island
- 05 Denio
- 05C Goble
- 05 Keasey
- 05 Marshland
- 05 Mist
- 05 Pittsburg
- 05D Prescott
- 05 Quincy
- 05E Rainier
- 05F St. Helens
- 05G Scappoose
- 05 Sauvie Island
- 05H Vernonia
- 05 Warren
- 05 Woodson

06 COOS CO.

06 Allegany
 06 Arago
 06A Bandon
 06J Bridge
 06 Broadbent
 06 Bullards Beach
 06 Cape Arago
 06K Charleston
 06B Coos Bay
 06C Coquille
 06D Eastside
 06E Empire
 06 four Mile
 06 Gaylord
 06 Hauser
 06 Hoffmann
 06F Lakeside
 06 McKinley
 06 Millicoma Grove
 06G Myrtle Point
 06H North Bend
 06 Norway
 06I Powers
 06 Remote
 06 Riverton
 06 Shore Acres
 06 Sitkum
 06 Sumner
 06 Sunset Bay
 06 Ten Mile Lake
 06 Tugman
 06 Winchester Bay

07 CROOK CO.

07 Cougar
 07 Goose Lake Rec
 07 Marks Creek
 07 Ochoco
 07 Paulina
 07 Post
 07 Powell Butte
 07A Prineville

08 CURRY CO.

08 Agnes
 08 Battle rock
 08A Brookings
 08 Cape Sebastian
 08 Denmark
 08B Gold Beach
 08 Harbor
 08 Harris Beach
 08 Humbug
 08 Langlois
 08 Marial

08 Ophir
 08 Pistol River
 08C Port Orford
 08 Sixes
 08 Wedderburn

09 DESCHUTES CO.

09 Alder Springs
 09A Bend
 09 Brothers
 09 Cline Falls
 09 Deschutes river
 09 Elk Lake
 09 Hampton
 09 Indian Ford
 09D LaPine
 09 Metolius River
 09 Millican
 09 Pilot Butte
 09B Redmond
 09 Sawyer Park
 09C Sisters
 09E Terrebonne
 09 Tumalo

10 DOUGLAS CO.

10 Azalea
 10 Booth
 10 Brockway
 10 Cabin Creek
 10 Camas Valley
 10 Camas Mountain
 10A Canyonville
 10 Capitol Hill
 10 Carter Lake
 10 Curtin
 10 Days Creek
 10 Diamond Lake
 10 Dillard
 10B Drain
 10 Drew
 10 Eeel Lake
 10C Elkton
 10 Gardener
 10 Glide
 10D Glendale
 10 Hutchison
 10 Idleyld
 10 Lookingglass
 10 Milo
 10 Muir Creek
 10E Myrtle Creek
 10F Oakland
 10G Reedsport
 10H Riddle
 10I Roseburg

10 Scottsburg
 10 Susan Creek
 10J Sutherlin
 10 Tahkenitch Lake
 10 Tenmile
 10 Tiller
 10 Umpqua Wayside
 10 Umpqua Lighthouse
 10 Umpqua River
 10 Wilbur
 10 Winchester
 10 Winston
 10K Yoncalla

11 GILLIAM CO.

11A Arlington
 11 Blalock
 11B Condon
 11 Dyer
 11C Lonerock
 11 Mayville
 11 Mikkalo
 11 Olex

12 GRANT CO.

12A Austin
 12 Beach Creek
 12B Canyon City
 12 Courtrock
 12 Dale
 12C Dayville
 12 Fox
 12D Granite
 12 Hamilton
 12 Izee
 12 J. Kirk Springs
 12E John Day
 12 Kimberly
 12F Long Creek
 12G Monument
 12H Mt. Vernon
 12I Prairie City
 12 Ritter
 12 Senaca
 12 Silvies
 12 Stan
 12 Susanville
 12 Thomas Condon
 12 Top
 12 Vance Creek

13 HARNEY CO.

13 Andrews
 13 Buchanan Springs
 13A Burns

13B Crane
 13 Diamond
 13C Drewsey
 13 Fields
 13 Frenchglen
 13D Harney
 13E Hines
 13 Idlewind
 13 Lawen
 13 Princeton
 13 Riley
 13 Suntex
 13 Van
 13 Venator
 13 Wagontire

14 HOOD RIVER CO.

14 Ainsworth
 14 Benson
 14A Cascade Locks
 14 Crown Point
 14 Dee
 14 Dimmick
 14 H. R. Meadows
 14B Hood River
 14 Lindsey Creek
 14 Mount Hood
 14 Odell
 14 Ox Bow Springs
 14 Parkdale
 14 Pollaly Cap
 14 Robin Hood
 14 Sheridan Wayside
 14 Starvation Creek
 14 Viento
 14 Wygant

15 JACKSON CO.

15 Applegate
 15A Ashland
 15 Birseye Spring
 15 Brownsboro
 15B Butte Falls
 15 Camp White
 15 Casey
 15C Central Point
 15D Eagle Point
 15E Gold Hill
 15 Greensprings
 15F Jacksonville
 15 Lakecreek
 15 Lampman
 15 Laurelhurst
 15 McLeod
 15G Medford
 15H Phoenix

15 Provolt
 15K Prospect
 15I Rogue River
 15 Sams Valley
 15 Shady Cove
 15 Siskiyou
 15J Talent
 15 Tou Velle
 15L Trail
 15 Tubb Springs
 15 Union Creek
 15 White City

16 JEFFERSON

16 Ashwood
 16 Bandit Springs
 16 Camp Sherman
 16 Cove Palisades
 16A Culver
 16 E R Corbett
 16 Gateway
 16B Madras
 16C Metolius
 16 Suttle LaKE
 16 Warm Springs

17 JOSEPHINE CO.

17 Almeda
 17A Cave Junction
 17 Dryden
 17B Grants Pass
 17 Grayback
 17 Holland
 17 Hugo
 17 Kerby
 17 Merlin
 17 Murphy
 17 Obrian
 17 Oregon Caves
 17 Selma
 17 Sunny Valley
 17 Takilma
 17 Wilderville
 17 Williams
 17 Wolfcreek
 17 Wonder

18 KLAMATH CO.

18 Algoma
 18 Alkalai Lake
 18 Beatty
 18 Bly
 18A Bonanza
 18 Cascade Summit
 18 Chemult

18B Chiloquin
 18 Collier
 18 Crater Lake
 18 Crescent
 18 Dairy
 18 Fort Klamath
 18F Gilchrist
 18 Harriman
 18 J T Kimball
 18 Keno
 18C Klamath Falls
 18D Malin
 18E Merrill
 18 Midland
 18 Modoc Point
 18 Olene
 18 Oretch
 18 Shevlin
 18 South Lapine
 18 Sprague river
 18 Worden

19 LAKE CO.

19 Adel
 19 Chandler
 19 Fort Rock
 19A Lakeview
 19D New Pine Creek
 19B Paisley
 19C Silver Lake
 19 Summer Lake

20 LANE CO.

20 Ada
 20 Alderwood
 20 Alvadore
 20 Armitage
 20 Belknap Springs
 20 Blachly
 20 Blackbutte
 20 Blank Canyon
 20 Blue Pool
 20 Blue River
 20 Buck Springs
 20 Cheshire
 20 Crawfordsville
 20A Coburg
 20B Cottage Grove
 20C Creswell
 20 Culp Creek
 20 Cushman
 20 Deadwood
 20 Devils Elbow
 20 Dexter
 20 Disson
 20 Dorena

20	Dorris	21	Cape Perpetua	22H	Sweet Home
20	Elmira	21	Cutler City	22	Tangent
20D	Eugene	21	Delake	22I	Waterloo
20	Fall Creek	21	Dellwood	22	Wren
20	Ferrin	21F	Depoe Bay		
20	Finn Rock	21	Devils Lake		
20E	Florence	21	Devils Punch Bowl	23	MALHEUR CO.
20	Glenada	21	Eddyville	23	Adrian
20	Goshin	21	Elk City	23	Arock
20	Greenleaf	21	Gleneden Beach	23	Basque
20	Hendricks Bridge	21	Harlan	23	Brogan
20	Honeyman	21	Kernville	23	Crooked Crk Springs
20	Horton	21A	Lincoln City	23	Harper
20	Jasper	21	Logsden	23	Ironside
20F	Junction City	21	Lost Creek	23	Jamieson
20	Leabaurg	21	Mike Bauer	23A	Jordan Valley
20	Linslaw	21	Nashville	23B	Juntura
20	Lorane	21	Nelscott	23C	Nyssa
20	Lowell	21	Neotsu	23D	Ontario
20	Mabel	21B	Newport	23	Owyhee Dam
20	Mapleton	21	Oceanlake	23	Riverside
20	Marcola	21	Otis	23	Rome
20	McCredie Springs	21	Otter Crest	23	Sheaville
20J	McKenzie Bridge	21	Patterson	23	Snake River
20	Mohawk	21	Rocky Creek	23	Succor Creek
20	Neptune	21	Rose Lodge	23E	Vale
20	Noti	21	Seal Rock	23	Willowcreek
20	Ocean Beach	21C	Siletz	23F	Westfall
20	Odell Lake	21G	South Beach		
20G	Oakridge	21	Taft		
20	Packard Creek	21	Tidewater	24	MARION CO.
20	Paradise	21D	Toledo	24A	Aumsville
20	Plush	21E	Waldport	24B	Aurora
20	Ponsler	21	Wecoma Beach	24	Breitenbush
20	Saginaw	21	Yachats	24	Brooks
20	Salt Creek			24	Chemawa
20	Shady Dell			24C	Detroit
20	Siltcoos	22	LINN CO.	24D	Donald
20H	Springfield	22A	Albany	24E	Gates
20	Sutton Lake	22	Big Springs	24F	Gervais
20	Swishhome	22B	Brownsville	24G	Hubbard
20	Thurston	22	Cascadia	24H	Idanha
20	Tiernan	22	Crabtree	24I	Jefferson
20	Trent	22	Foster	24	Lakeshore
20	Valley Falls	22C	Halsey	24	Marion
20I	Veneta	22D	Harrisburg	24	Mehama
20	Vida	22	Holley	24J	Mill City
20	Walterville	22	House Rock	24	Monitor
20	Walton	22	Lacomb	24K	Mt. Angel
20	Wendling	22E	Lebanon	24	North Santiam
20	Westfir	22	Limberlost	24	Saint Benedict
		22	Lost Lake	24L	St. Paul
		22J	Lyons	24M	Salem
21	LINCOLN CO.	22	Marion Forks	24N	Scotts Mills
21	Agate Beach	22	Orchard	24O	Silverton
21	Beachside	22F	Scio	24P	Stayton
21	Beverly Beach	22	Shedd	24Q	Sublimity
21	Big Elk	22G	Sodaville	24R	Turner

24	Williamson (Maude)	28	Cow Canyon	30	Ordnanace
24S	Woodburn	28A	Grass Valley	30H	Pendleton
		28	Kent	30I	Pilot Rock
		28	Klondike	30	Rieth
25	MORROW CO.	28	Miller	30J	Stanfield
25A	Boardman	28B	Morro	30	Ukiah Dale
25	Cecil	28	Rufus	30	Umapine
25B	Hardman	28C	Wasco	30K	Umatilla
25C	Hepner			30L	Weston
25D	lone				
25	Irrigon	29	TILLAMOOK CO.		
25E	Lexington	29	Bar View	31	UNION CO.
25	Morgan	29A	Bay City	31	Alicel
		29	Beaver	31	Catherine Creek
		29	Blaine	31A	Cove
26	MULTNOMAH CO.	29	Brighton	31B	Elgin
26	Bald Peak	29	Cape Lookout	31	Hilgard Junction
26	Bonneville	29	Cloverdale	31	Hot Lake
26	Bridal Veil	29	Farmer Creek	31C	Imbler
26	Cedar Mill	29B	Garibaldi	31D	Island City
26F	Corbett	29	Hebo	31E	LaGrande
26	Dabney	29	Lee's Camp	31	Lodd Canyon
26A	Fairview	29	Mohler	31	Medical Springs
26B	Gresham	29C	Manzanita	31F	North Powder
26	Latourell Falls	29D	Nehalem	31	Pondosa
26	Lewis & Clark	29	Neskowin	31	Red Bridge
26	Maplewood	29	Netarts	31G	Summerville
26C	Portland	29	Oceanside	31	Telocaset
26	Rooster Rock	29	Oretown	31H	Union
26	Talbot	29	Oswald West	31	Woodward
26D	Troutdale	29	Pacific city		
26E	Wood Village	29E	Rockaway		
		29	Sand Lake	32	WALLOWA CO.
		29F	Tillamook	32A	Enterprise
		29	Twin Rocks	32	Flora
27	POLK CO.	29G	Wheeler	32	Imnaha
27	Airlie	29	Willow Creek	32B	Joseph
27	Alsea			32C	Lostine
27	Ballston			32	Minam
27	Black Rock	30	UMATILLA CO.	32	Troy
27	Buena Vista	30A	Adams	32D	Wallowa
27A	Dallas	30B	Athena		
27B	Falls City	30	Battle Mountain		
27	Grande Ronde	30	Bigham Springs	33	WASCO CO.
27	Helmick	30	Cayuse	33A	Antelope
27	Holman	30	Cold Springs	33	Bear Paw
27C	Independence	30	Duncan	33	Boyd
27	Lincoln	30	Echo	33	Celilo
27	McCoy	30C	Emigrant Springs	33	Dant
27D	Monmouth	30	Freewater	33B	Dufur
27	Perrydale	30D	Gibbon	33C	Friend
27	Rickreall	30	Hat Rock	33D	Maupin
27	Valley Junction	30E	Helix	33	Memaloose
27	Valsetz	30F	Hermiston	33E	Mosier
27E	Willamina	30	Kamela	33F	Shaniko
		30	McNary	33	Simnasho
28	SHERMAN CO.	30M	Meacham	33	South Junction
28	Biggs	30G	Milton Freewater	33G	The Dalles

33	Tygh Valley	35	WHEELER CO.
33	Wamic	35A	Fossil
		35	Kinzua
		35B	Mitchell
34	WASHINGTON CO.	35	Painted Hills
34	Aloha	35	Richmond
34A	Banks	35	Service Creek
34B	Beaverton	35	Sheldon
34	Buxton	35	Spray
34	Cherry Grove		
34C	Cornelius	36	YAMHILL CO.
34	Dilley	36A	Amity
34D	Forest Grove	36B	Carlton
34	Gales Creek	36	Champoeg
34	Garden Home	36	Cove Orchard
34E	Gaston	36C	Dayton
34	Glenwood	36D	Dundee
34F	Hillsboro	36	Erratic Rock
34	Manning	36E	LaFayette
34	Metzger	36F	McMinnville
34	North Plain	36G	Newberg
34G	Orengo	36H	Sheridan
34	Reedville	36	Springbrook
34	Roy	36	Whiteson
34H	Sherwood	36I	Yamhill
34	Timber		
34J	Tigard		
34	Tollgate		
34I	Tualatin		

CITY CODES ALPHABETICAL

Ada	20
Adams	30A
Adel	19
Adrian	23
Agate Beach	21
Agnes	08
Ainsworth	14
Airlie	27
Albany	22A
Alder Springs	09
Alderwood	20
Algoma	18
Alicel	31
Alkalai Lake	18
Allegany	06
Almeda	17
Aloha	34
Alpine	02
Alsea	02
Alsea	27
Alvadore	20
Amity	36A
Andrews	13
Antelope	33A
Applegate	15
Arago	06
Arboretum	02
Arch Cape	04
Arlington	11A
Armitage	20
Arock	23
Ashland	15A
Ashwood	16
Astoria	04A
Athena	30B
Aumsville	24A
Aurora	24B
Austin	12A
Azalea	10
Baker City	01A
Bald Peak	26
Ballston	27
Bandit Springs	16
Bandon	06A
Banks	34A
Bar View	29
Barlow	03A
Basque	23

Battle Mountain	30
Battle Rock	08
Bay City	29A
Beach Creek	12
Beachside	21
Bear Paw	33
Beatty	18
Beaver	29
Beavercreek	03
Beaverton	34B
Belknap Springs	20
Bend	09A
Benson	14
Beverly Beach	21
Big Elk	21
Big Springs	22
Biggs	28
Bigham Springs	30
Birkenfeld	05
Birseye Spring	15
Blachly	20
Black Rock	27
Blackbutte	20
Blaine	29
Blalock	11
Blank Canyon	20
Blodgett	02
Blue Pool	20
Blue River	20
Bly	18
Boardman	25A
Bonanza	18A
Bonneville	26
Booth	10
Boring	03
Bourne	01B
Boyd	33
Bradley	04
Bradwood	04
Breitenbush	24
Bridal Veil	26
Bridge	06J
Bridgeport	01
Brighton	29
Brightwood	03
Broadbent	06
Brockway	10
Brogan	23
Brookings	08A
Brooks	24
Brothers	09

Brownsboro	15
Brownsmead	04
Brownsville	22B
Buchanan Springs	13
Buck Springs	20
Buena Vista	27
Bullards Beach	06
Burns	13A
Butte Falls	15B
Buxton	34
Cabin Creek	10
Camas Mountain	10
Camas Valley	10
Camp Namanu	03
Camp Sherman	16
Camp White	15
Campy Withycombe	03
Canby	03B
Cannon Beach	04
Canyon City	12B
Canyonville	10A
Cape Arago	06
Cape Lookout	29
Cape Perpetua	21
Cape Sebastion	08
Capitol Hill	10
Carlton	36B
Carson	01
Carter Lake	10
Cascade Locks	14A
Cascade Summit	18
Cascadia	22
Casey	15
Catherine Creek	31
Cave Junction	17A
Cayuse	30
Cecil	25
Cedar Mill	26
Celilo	33
Central Point	15C
Champogeg	36
Chandler	19
Charleston	06K
Chemawa	24
Chemult	18
Cherry Grove	34
Cherryville	03
Cheshire	20
Chiloquin	18B
Clackamas	03L
Clatskanie	05A

Clifton	04
Cline Falls	09
Cloverdale	29
Coburg	20A
Cold Springs	30
Collier	18
Colton	03
Columbia City	05B
Condon	11B
Coos Bay	06B
Coquille	06C
Corbett	26F
Cornelius	34C
Cornucopia	01C
Corvallis	02A
Cottage Grove	20B
Cougar	07
Courtrock	12
Cove	31A
Cove Orchard	36
Cove Palisades	16
Cow Canyon	28
Crabtree	22
Crane	13B
Crater Lake	18
Crawfordsville	20
Crescent	18
Creswell	20C
Crooked Crk Springs	23
Crown Point	14
Culp Creek	20
Culver	16A
Curtin	10
Cushman	20
Cutler City	21
Dabney	26
Dairy	18
Dale	12
Dallas	27A
Dant	33
Days Creek	10
Dayton	36C
Dayville	12C
Deadwood	20
Dee	14
Deer Island	05
Delake	21
Dellwood	21
Denio	05
Denmark	08
Depoe Bay	21F

Deschutes River	09
Detroit	24C
Devils Elbow	20
Devils Lake	21
Devils Punch Bowl	21
Dexter	20
Diamond	13
Diamond Lake	10
Dillard	10
Dilley	34
Dimmick	14
Disson	20
Dixie	01
Donald	24D
Dooley Mountain	01
Dorena	20
Dorris	20
Drain	10B
Drew	10
Drewsey	13C
Dryden	17
Dufur	33B
Duncan	30
Dundee	36D
Durkee	01
Dyer	11
E R Corbett	16
Eagle Point	15D
Eastside	06D
Echo	30C
Ecola	04
Eddyville	21
Eel Lake	10
Elgin	31B
Elk City	21
Elk Lake	09
Elkton	10C
Elmira	20
Elsie	04
Emigrant Springs	30
Empire	06E
Enterprise	32A
Erratic Rock	36
Estacada	03C
Eugene	20D
Fairview	26A
Fall Creek	20
Falls City	27B
Farewell Bend	01J
Farmer Creek	29
Fern Ridge	03

Ferrin	20
Fields	13
Finn Rock	20
Flora	32
Florence	20E
Forest Grove	34D
Fort Klamath	18
Fort Rock	19
Fort Stevens	04
Fossil	35A
Foster	22
Four Mile	06
Fox	12
Freewater	30D
Frenchglen	13
Friend	33C
Frog Lake	03
Gales Creek	34
Garden Home	34
Gardener	10
Garibaldi	29B
Gaston	34E
Gates	24E
Gateway	16
Gaylord	06
Gearhart	04B
Gervais	24F
Gibbon	30
Gilchrist	18F
Gladstone	03D
Glenada	20
Glendale	10D
Gleneden Beach	21
Glenwood	34
Glide	10
Goble	05C
Gold Beach	08B
Gold Hill	15E
Goose Lake Rec	07
Goshin	20
Government Camp	03M
Grande Ronde	27
Granite	12D
Grants Pass	17B
Grass Valley	28A
Grayback	17
Greenleaf	20
Greensprings	15
Gresham	26B
H. R. Meadows	14
Haines	01D

Halfway	01E
Halsey	22C
Hamilton	12
Hamlet	04
Hamlet	04
Hammond	04C
Hampton	09
Harbor	08
Hardman	25B
Harlan	21
Harney	13D
Harper	23
Harriman	18
Harris Beach	08
Harrisburg	22D
Hat Rock	30
Hauser	06
Hebo	29
Helix	30E
Helmick	27
Hendricks Bridge	20
Heppner	25C
Hereford	01
Hermiston	30F
Hilgard Junction	31
Hillsboro	34F
Hines	13E
Hoffmann	06
Holland	17
Holley	22
Holman	27
Homestead	01
Honeyman	20
Hood River	14B
Horton	20
Hoskins	02
Hot Lake	31
House Rock	22
Hubbard	24G
Hugo	17
Humbug	08
Huntington	01F
Hutchison	10
Idanha	24H
Idlewind	13
Idleyld	10
Imbler	31C
Imnaha	32
Independence	27C
Indian Ford	09
Ione	25D

Ironside	23
Irrigon	25
Island City	31D
Izee	12
J T Kimball	18
J. Kirk Springs	12
Jacksonville	15F
Jamieson	23
Jasper	20
Jefferson	24I
Jennings Lodge	03
Jewello	04
John Day	12E
Jordan Valley	23A
Joseph	32B
Junction City	20F
Juntura	23B
Kamela	30
Keasey	05
Keating	01
Keno	18
Kent	28
Kerby	17
Kernville	21
Kimberly	12
Kings Valley	02
Kinzua	35
Klamath Falls	18C
Klaskanine River	04
Klondike	28
Knappa	04
Lacomb	22
Lafayette	36E
Lagrande	31E
Lake Grove	03
Lake Oswego	03H
Lakecreek	15
Lakeshore	24
Lakeside	06F
Lakeview	19A
Lampman	15
Langlois	08
Lapine	09D
Latourell Falls	26
Laurelhurst	15
Lawen	13
Leaburg	20
Lebanon	22E
Lee's Camp	29
Lewis & Clark	26
Lexington	25E

Limberlost	22
Lime	01
Lincoln	27
Lincoln City	21A
Lindsey Creek	14
Linslaw	20
Lodd Canyon	31
Logsdan	21
Lonerock	11C
Long Creek	12F
Lookingglass	10
Lorane	20
Lost Creek	21
Lost Lake	22
Lostine	32C
Lowell	20
Lyons	22J
Mabel	20
Madras	16B
Malin	18D
Manning	34
Manzanita	29C
Mapleton	20
Maplewood	26
Marcola	20
Marial	08
Marion	24
Marion Forks	22
Marks Creek	07
Marquam	03
Marshland	05
Marylhurst	03N
Maupin	33D
Mayville	11
Mccoy	27
Mccredie Springs	20
Mciver State Park	03
Mckenzie Bridge	20J
Mckinley	06
Mcleod	15
Mcminnville	36F
Mcnary	30
Meacham	30M
Medford	15G
Medical Springs	31
Mehama	24
Memaloose	33
Merlin	17
Merrill	18E
Metolius	16C
Metolius River	09

Metzger	34
Midland	18
Mike Bauer	21
Mikkalo	11
Mill City	24J
Miller	28
Millican	09
Millicoma Grove	06
Milo	10
Milton Freewater	30G
Milwaukie	03E
Minam	32
Mist	05
Mitchell	35B
Modoc Point	18
Mohawk	20
Mohler	29
Molalla	03F
Monitor	24
Monmouth	27D
Monroe	02B
Monument	12G
Morgan	25
Morro	28B
Mosier	33E
Mount Hood	14
Mt. Angel	24K
Mt. Vernon	12H
Muir Creek	10
Mulino	04
Murphy	17
Myrtle Creek	10E
Myrtle Point	06G
Nashville	21
Nehalem	29D
Nelscott	21
Neotsu	21
Neptune	20
Neskowin	29
Netarts	29
New Bridge	01
New Pine Creek	19D
Newberg	36G
Newport	21B
North Bend	06H
North Plain	34
North Powder	31F
North Santiam	24
Norway	06
Noti	20
Nyssa	23C

Oak Grove	03
Oakland	10F
Oakridge	20G
Obrian	17
Ocean Beach	20
Oceanlake	21
Oceanside	29
Ochoco	07
Odell	14
Odell Lake	20
Olene	18
Olex	11
Ontario	23D
Ophir	08
Orchard	22
Ordnance	30
Oregon Caves	17
Oregon City	03G
Orengo	34G
Oretech	18
Oretown	29
Oswald West	29
Otis	21
Otter Crest	21
Owyhee Dam	23
Ox Bow Springs	14
Pacific City	29
Packard Creek	20
Painted Hills	35
Paisley	19B
Paradise	20
Park Place	03
Parkdale	14
Patterson	21
Paulina	07
Pendleton	30H
Perrydale	27
Philomath	02C
Phoenix	15H
Pilot Butte	09
Pilot Rock	30I
Pine	01
Pistol River	08
Pittsburg	05
Pleasant Valley	01
Plush	20
Pollaly Cap	14
Pondosa	31
Ponsler	20
Port Orford	08C
Portland	26C

Post	07
Powell Butte	07
Powers	06I
Prairie City	12I
Prescott	05D
Princeton	13
Prineville	07A
Prospect	15K
Provolt	15
Quincy	05
Rainier	05E
Rattlesnake Springs	01
Red Bridge	31
Redmond	09B
Reedsport	10G
Reedville	34
Remote	06
Rhododendron	03
Richland	01G
Richmond	35
Rickreall	27
Riddle	10H
Rieth	30
Riley	13
Ritter	12
Riverside	23
Riverton	06
Robin Hood	14
Robinett	01
Rockaway	29E
Rocky Creek	21
Rogue River	15I
Rome	23
Rooster Rock	26
Rose Lodge	21
Roseburg	10I
Roy	34
Rufus	28
Saddle Mountain	04
Saginaw	20
Saint Benedict	24
Salem	24M
Salmon River	03
Salt Creek	20
Sams Valley	15
Sand Lake	29
Sandy	03I
Santiam Junction	03
Sauvie Island	05
Sawyer Park	09
Scappoose	05G

Scio	22F
Scotts Mills	24N
Scottsburg	10
Seal Rock	21
Seaside	04D
Selma	17
Senaca	12
Service Creek	35
Shady Cove	15
Shady Dell	20
Shaniko	33F
Sheaville	23
Shedd	22
Sheldon	35
Sheridan	36H
Sheridan Wayside	14
Sherwood	34H
Shevlin	18
Shore Acres	06
Siletz	21C
Siltcoos	20
Silver Lake	19C
Silverton	24O
Silvies	12
Simnasho	33
Siskiyou	15
Sisters	09C
Sitkum	06
Sixes	08
Skipanom	04
Snake River	23
Sodaville	22G
South Beach	21G
South Junction	33
South Lapine	18
Sparta	01
Sprague River	18
Spray	35
Springbrook	36
Springfield	20H
St. Helens	05F
St. Paul	24L
Stan	12
Stanfield	30J
Starvation Creek	14
Stayton	24P
Sublimity	24Q
Succor Creek	23
Summer Lake	19
Summerville	31G
Summit	02

Sumner	06
Sumpter	01H
Sunny Valley	17
Sunset Bay	06
Sunset Springs	04
Suntex	13
Susan Creek	10
Susanville	12
Sutherlin	10J
Suttle Lake	16
Sutton Lake	20
Svensen	04
Sweet Home	22H
Swishome	20
Taft	21
Tahkenitch Lake	10
Takilma	17
Talbot	26
Talent	15J
Tangent	22
Telocaset	31
Ten Mile Lake	06
Tenmile	10
Terrebonne	09E
The Dalles	33G
Thomas Condon	12
Thurston	20
Tidewater	21
Tiernan	20
Tigard	34J
Tillamook	29F
Tillasqua River	04
Tiller	10
Timber	34
Toledo	21D
Tollgate	34
Top	12
Tou Velle	15
Trail	15L
Trent	20
Troutdale	26D
Troy	32
Tualatin	34I
Tubb Springs	15
Tugman	06
Tumalo	09
Turner	24R
Twin Bridge	03
Twin Rocks	29
Tygh Valley	33
Ukiah Dale	30

Umapine	30
Umatilla	30K
Umpqua Lighthouse	10
Umpqua River	10
Umpqua Wayside	10
Union	31H
Union Creek	15
Unity	01
Vale	23E
Valley Falls	20
Valley Junction	27
Valsetz	27
Van	13
Vance Creek	12
Venator	13
Veneta	20I
Vernonia	05H
Vida	20
Viento	14
Wagontire	13
Wahkeena Pond	02
Waldport	21E
Wallowa	32D
Walterville	20
Walton	20
Wamic	33
Warm Springs	16
Warren	05
Warrenton	04E
Wasco	28C
Washburn	02
Waterloo	22I
Wauna	04
Wecoma Beach	21
Wedderburn	08
Welches	03
Wemme	03
Wendling	20
West Linn	03J
Westfall	23F
Westfir	20
Weston	30L
Westport	04
Wetmore	01
Wheeler	29G
White City	15
Whiteson	36
Whitney	01I
Wilbur	10
Wilderville	17
Willamina	27E

Williams	17
Williamson (Maude)	24
Willow Creek	29
Willowcreek	23
Wilson Game Area	02
Wilsonville	03K
Winchester	10
Winchester Bay	06

Winston	10
Wolfcreek	17
Wonder	17
Wood Village	26E
Woodburn	24S
Woodson	05
Woodward	31
Worden	18

Wren	22
Wygant	14
Yachats	21
Yamhill	36I
Yoncalla	10K
Zigzag	03

.. .. **END**

CITY CODES NUMERICAL

01	Rattlesnake Springs
01	Bridgeport
01	Carson
01	Dixie
01	Dooley Mountain
01	Durkee
01	Hereford
01	Homestead
01	Keating
01	Lime
01	New Bridge
01	Pine
01	Pleasant Valley
01	Robinett
01	Sparta
01	Unity
01	Wetmore
01A	Baker City
01B	Bourne
01C	Cornucopia
01D	Haines
01E	Halfway
01F	Huntington
01G	Richland
01H	Sumpter
01I	Whitney
01J	Farewell Bend
02	Alpine
02	Alea
02	Arboretum
02	Blodgett
02	Hoskins
02	Kings Valley
02	Summit
02	Wahkeena Pond
02	Washburn
02	Wilson Game Area
02A	Corvallis
02B	Monroe
02C	Philomath
03	Beavercreek
03	Boring
03	Brightwood
03	Camp Namanu
03	Campy Withycombe
03	Cherryville

03	Colton
03	Fern Ridge
03	Frog Lake
03	Jennings Lodge
03	Lake Grove
03	Marquam
03	Mciver State Park
03	Oak Grove
03	Park Place
03	Rhododendron
03	Salmon River
03	Santiam Junction
03	Twin Bridge
03	Welches
03	Wemme
03	Zigzag
03A	Barlow
03B	Canby
03C	Estacada
03D	Gladstone
03E	Milwaukie
03F	Molalla
03G	Oregon City
03H	Lake Oswego
03I	Sandy
03J	West Linn
03K	Wilsonville
03L	Clackamas
03M	Government Camp
03N	Marylhurst
04	Arch Cape
04	Bradley
04	Bradwood
04	Brownsmead
04	Cannon Beach
04	Clifton
04	Ecola
04	Elsie
04	Fort Stevens
04	Hamlet
04	Hamlet
04	Jewello
04	Klaskanine River
04	Knappa
04	Mulino
04	Saddle Mountain
04	Skipanom
04	Sunset Springs
04	Svensen
04	Tillasqua River
04	Wauna

04	Westport
04A	Astoria
04B	Gearhart
04C	Hammond
04D	Seaside
04E	Warrenton
05	Birkenfeld
05	Deer Island
05	Denio
05	Keasey
05	Marshland
05	Mist
05	Pittsburg
05	Quincy
05	Sauvie Island
05	Warren
05	Woodson
05A	Clatskanie
05B	Columbia City
05C	Goble
05D	Prescott
05E	Rainier
05F	St. Helens
05G	Scappoose
05H	Vernonia
06	Allegany
06	Arago
06	Broadbent
06	Bullards Beach
06	Cape Arago
06	Four Mile
06	Gaylord
06	Hauser
06	Hoffmann
06	Mckinley
06	Millicoma Grove
06	Norway
06	Remote
06	Riverton
06	Shore Acres
06	Sitkum
06	Sumner
06	Sunset Bay
06	Ten Mile Lake
06	Tugman
06	Winchester Bay
06A	Bandon
06B	Coos Bay
06C	Coquille
06D	Eastside
06E	Empire

06F	Lakeside
06G	Myrtle Point
06H	North Bend
06I	Powers
06J	Bridge
06K	Charleston
07	Cougar
07	Goose Lake Rec
07	Marks Creek
07	Ochoco
07	Paulina
07	Post
07	Powell Butte
07A	Prineville
08	Agnes
08	Battle Rock
08	Cape Sebastian
08	Denmark
08	Harbor
08	Harris Beach
08	Humbug
08	Langlois
08	Marial
08	Ophir
08	Pistol River
08	Sixes
08	Wedderburn
08A	Brookings
08B	Gold Beach
08C	Port Orford
09	Alder Springs
09	Brothers
09	Cline Falls
09	Deschutes River
09	Elk Lake
09	Hampton
09	Indian Ford
09	Metolius River
09	Millican
09	Pilot Butte
09	Sawyer Park
09	Tumalo
09A	Bend
09B	Redmond
09C	Sisters
09D	Lapine
09E	Terrebonne
10	Umpqua Lighthouse
10	Azalea
10	Booth
10	Brockway

10	Cabin Creek
10	Camas Mountain
10	Camas Valley
10	Capitol Hill
10	Carter Lake
10	Curtin
10	Days Creek
10	Diamond Lake
10	Dillard
10	Drew
10	Eeel Lake
10	Gardener
10	Glide
10	Hutchison
10	Idleyld
10	Lookingglass
10	Milo
10	Muir Creek
10	Scottsburg
10	Susan Creek
10	Tahkenitch Lake
10	Tenmile
10	Tiller
10	Umpqua River
10	Umpqua Wayside
10	Wilbur
10	Winchester
10	Winston
10A	Canyonville
10B	Drain
10C	Elkton
10D	Glendale
10E	Myrtle Creek
10F	Oakland
10G	Reedsport
10H	Riddle
10I	Roseburg
10J	Sutherlin
10K	Yoncalla
11	Blalock
11	Dyer
11	Mayville
11	Mikkalo
11	Olex
11A	Arlington
11B	Condon
11C	Lonerock
12	Beach Creek
12	Courtrock
12	Dale
12	Fox

12	Hamilton
12	Izee
12	J. Kirk Springs
12	Kimberly
12	Ritter
12	Senaca
12	Silvies
12	Stan
12	Susanville
12	Thomas Condon
12	Top
12	Vance Creek
12A	Austin
12B	Canyon City
12C	Dayville
12D	Granite
12E	John Day
12F	Long Creek
12G	Monument
12H	Mt. Vernon
12I	Prairie City
13	Andrews
13	Buchanan Springs
13	Diamond
13	Fields
13	Frenchglen
13	Idlewind
13	Lawen
13	Princeton
13	Riley
13	Suntex
13	Van
13	Venator
13	Wagontire
13A	Burns
13B	Crane
13C	Drewsey
13D	Harney
13E	Hines
14	Ainsworth
14	Benson
14	Crown Point
14	Dee
14	Dimmick
14	H. R. Meadows
14	Lindsey Creek
14	Mount Hood
14	Odell
14	Ox Bow Springs
14	Parkdale
14	Pollaly Cap

14	Robin Hood
14	Sheridan Wayside
14	Starvation Creek
14	Viento
14	Wygant
14A	Cascade Locks
14B	Hood River
15	Applegate
15	Birseye Spring
15	Brownsboro
15	Camp White
15	Casey
15	Greensprings
15	Lakecreek
15	Lampman
15	Laurelhurst
15	Mcleod
15	Provolt
15	Sams Valley
15	Shady Cove
15	Siskiyou
15	Tou Velle
15	Tubb Springs
15	Union Creek
15	White City
15A	Ashland
15B	Butte Falls
15C	Central Point
15D	Eagle Point
15E	Gold Hill
15F	Jacksonville
15G	Medford
15H	Phoenix
15I	Rogue River
15J	Talent
15K	Prospect
15L	Trail
16	Ashwood
16	Bandit Springs
16	Camp Sherman
16	Cove Palisades
16	E R Corbett
16	Gateway
16	Suttle Lake
16	Warm Springs
16A	Culver
16B	Madras
16C	Metolius
17	Almeda
17	Dryden
17	Grayback

17	Holland
17	Hugo
17	Kerby
17	Merlin
17	Murphy
17	Obrian
17	Oregon Caves
17	Selma
17	Sunny Valley
17	Takilma
17	Wilderville
17	Williams
17	Wolfcreek
17	Wonder
17A	Cave Junction
17B	Grants Pass
18	Algoma
18	Alkalai Lake
18	Beatty
18	Bly
18	Cascade Summit
18	Chemult
18	Collier
18	Crater Lake
18	Crescent
18	Dairy
18	Fort Klamath
18	Harriman
18	J T Kimball
18	Keno
18	Midland
18	Modoc Point
18	Olene
18	Oretech
18	Shevlin
18	South Lapine
18	Sprague River
18	Worden
18A	Bonanza
18B	Chiloquin
18C	Klamath Falls
18D	Malin
18E	Merrill
18F	Gilchrist
19	Adel
19	Chandler
19	Fort Rock
19A	Lakeview
19B	Paisley
19C	Silver Lake
19D	New Pine Creek

20	Ada
20	Alderwood
20	Alvadore
20	Armitage
20	Belknap Springs
20	Blachly
20	Blackbutte
20	Blank Canyon
20	Blue Pool
20	Blue River
20	Buck Springs
20	Cheshire
20	Crawfordsville
20	Culp Creek
20	Cushman
20	Deadwood
20	Devils Elbow
20	Dexter
20	Disson
20	Dorena
20	Dorris
20	Elmira
20	Fall Creek
20	Ferrin
20	Finn Rock
20	Glenada
20	Goshin
20	Greenleaf
20	Hendricks Bridge
20	Honeyman
20	Horton
20	Jasper
20	Leabourg
20	Linslaw
20	Lorane
20	Lowell
20	Mabel
20	Mapleton
20	Marcola
20	Mccredie Springs
20	Mohawk
20	Neptune
20	Noti
20	Ocean Beach
20	Odell Lake
20	Packard Creek
20	Paradise
20	Plush
20	Ponsler
20	Saginaw
20	Salt Creek

20	Shady Dell
20	Siltcoos
20	Summer Lake
20	Sutton Lake
20	Swishhome
20	Thurston
20	Tiernan
20	Trent
20	Valley Falls
20	Vida
20	Walterville
20	Walton
20	Wendling
20	Westfir
20A	Coburg
20B	Cottage Grove
20C	Creswell
20D	Eugene
20E	Florence
20F	Junction City
20G	Oakridge
20H	Springfield
20I	Veneta
20J	Mckenzie Bridge
21	Agate Beach
21	Beachside
21	Beverly Beach
21	Big Elk
21	Cape Perpetua
21	Cutler City
21	Delake
21	Dellwood
21	Devils Lake
21	Devils Punch Bowl
21	Eddyville
21	Elk City
21	Gleneden Beach
21	Harlan
21	Kernville
21	Logsdan
21	Lost Creek
21	Mike Bauer
21	Nashville
21	Nelscott
21	Neotsu
21	Oceanlake
21	Otis
21	Otter Crest
21	Patterson
21	Rocky Creek
21	Rose Lodge

21	Seal Rock
21	Taft
21	Tidewater
21	Wecoma Beach
21	Yachats
21A	Lincoln City
21B	Newport
21C	Siletz
21D	Toledo
21E	Waldport
21F	Depoe Bay
21G	South Beach
22	Big Springs
22	Cascadia
22	Crabtree
22	Foster
22	Holley
22	House Rock
22	Lacomb
22	Limberlost
22	Lost Lake
22	Marion Forks
22	Orchard
22	Shedd
22	Tangent
22	Wren
22A	Albany
22B	Brownsville
22C	Halsey
22D	Harrisburg
22E	Lebanon
22F	Scio
22G	Sodaville
22H	Sweet Home
22I	Waterloo
22J	Lyons
23	Adrian
23	Arock
23	Basque
23	Brogan
23	Crooked Crk Springs
23	Harper
23	Ironside
23	Jamieson
23	Owyhee Dam
23	Riverside
23	Rome
23	Sheaville
23	Snake River
23	Succor Creek
23	Willowcreek

23A	Jordan Valley
23B	Juntura
23C	Nyssa
23D	Ontario
23E	Vale
23F	Westfall
24	Breitenbush
24	Brooks
24	Chemawa
24	Lakeshore
24	Marion
24	Mehama
24	Monitor
24	North Santiam
24	Saint Benedict
24	Williamson (Maude)
24A	Aumsville
24B	Aurora
24C	Detroit
24D	Donald
24E	Gates
24F	Gervais
24G	Hubbard
24H	Idanha
24I	Jefferson
24J	Mill City
24K	Mt. Angel
24L	St. Paul
24M	Salem
24N	Scotts Mills
24O	Silverton
24P	Stayton
24Q	Sublimity
24R	Turner
24S	Woodburn
25	Cecil
25	Irrigon
25	Morgan
25A	Boardman
25B	Hardman
25C	Heppner
25D	Ione
25E	Lexington
26	Bald Peak
26	Bonneville
26	Bridal Veil
26	Cedar Mill
26	Dabney
26	Latourell Falls
26	Lewis & Clark
26	Maplewood

26	Rooster Rock
26	Talbot
26A	Fairview
26B	Gresham
26C	Portland
26D	Troutdale
26E	Wood Village
26F	Corbett
27	Airlie
27	Alsea
27	Ballston
27	Black Rock
27	Buena Vista
27	Grande Ronde
27	Helmick
27	Holman
27	Lincoln
27	Mccoy
27	Perrydale
27	Rickreall
27	Valley Junction
27	Valsetz
27A	Dallas
27B	Falls City
27C	Independence
27D	Monmouth
27E	Willamina
28	Biggs
28	Cow Canyon
28	Kent
28	Klondike
28	Miller
28	Rufus
28A	Grass Valley
28B	Morro
28C	Wasco
29	Bar View
29	Beaver
29	Blaine
29	Brighton
29	Cape Lookout
29	Cloverdale
29	Farmer Creek
29	Hebo
29	Lee's Camp
29	Mohler
29	Neskowin
29	Netarts
29	Oceanside
29	Oretown
29	Oswald West

29	Pacific City
29	Sand Lake
29	Twin Rocks
29	Willow Creek
29A	Bay City
29B	Garibaldi
29C	Manzanita
29D	Nehalem
29E	Rockaway
29F	Tillamook
29G	Wheeler
30	Battle Mountain
30	Bigham Springs
30	Cayuse
30	Cold Springs
30	Duncan
30	Emigrant Springs
30	Gibbon
30	Hat Rock
30	Kamela
30	Mcnary
30	Ordnance
30	Rieth
30	Ukiah Dale
30	Umapine
30A	Adams
30b	Athena
30c	Echo
30D	Freewater
30E	Helix
30F	Hermiston
30G	Milton Freewater
30H	Pendleton
30I	Pilot Rock
30J	Stanfield
30K	Umatilla
30L	Weston
30M	Meacham
31	Alicel
31	Catherine Creek
31	Hilgard Junction
31	Hot Lake
31	Lodd Canyon
31	Medical Springs
31	Pondosa
31	Red Bridge
31	Telocaset
31	Woodward
31A	Cove
31B	Elgin
31C	Imbler

31D	Island City
31E	Lagrande
31F	North Powder
31G	Summerville
31H	Union
32	Flora
32	Imnaha
32	Minam
32	Troy
32A	Enterprise
32B	Joseph
32C	Lostine
32D	Wallowa
33	Bear Paw
33	Boyd
33	Celilo
33	Dant
33	Memaloose
33	Simnasho
33	South Junction
33	Tygh Valley
33	Wamic
33A	Antelope
33B	Dufur
33C	Friend
33D	Maupin
33E	Mosier
33F	Shaniko
33G	The Dalles
34	Aloha
34	Buxton
34	Cherry Grove
34	Dilley
34	Gales Creek
34	Garden Home
34	Glenwood
34	Manning
34	Metzger
34	North Plain
34	Reedville
34	Roy
34	Timber
34	Tollgate
34A	Banks
34B	Beaverton
34C	Cornelius
34D	Forest Grove
34E	Gaston
34F	Hillsboro
34G	Orenco
34H	Sherwood

34I	Tualatin
34J	Tigard
35	Kinzua
35	Painted Hills
35	Richmond
35	Service Creek
35	Sheldon
35	Spray

35A	Fossil
35B	Mitchell
36	Champoeg
36	Cove Orchard
36	Erratic Rock
36	Springbrook
36	Whiteson
36A	Amity

36B	Carlton
36C	Dayton
36D	Dundee
36E	Lafayette
36F	Mcminnville
36G	Newberg
36H	Sheridan
36I	Yamhill

.. .. **END**

United States and Territories ABBREVIATIONS

Alabama.....	AL	Montana	MT
Alaska.....	AK	Nebraska	NE
Arizona	AZ	Nevada.....	NV
Arkansas.....	AR	New Hampshire.....	NH
California.....	CA	New Jersey.....	NJ
Canal Zone.....	CZ	New Mexico.....	NM
Colorado	CO	New York.....	NY
Connecticut.....	CT	North Carolina	NC
Delaware.....	DE	North Dakota	ND
Dist of Columbia.....	DC	Ohio	OH
Florida	FL	Oklahoma.....	OK
Georgia	GA	Oregon	OR
Hawaii.....	HI	Pennsylvania.....	PA
Idaho	ID	Puerto Rico.....	PR
Illinois.....	IL	Rhode Island.....	RI
Indiana	IN	South Carolina.....	SC
Iowa.....	IA	South Dakota.....	SD
Kansas	KS	Tennessee	TN
Kentucky.....	KY	Texas.....	TX
Louisiana.....	LA	Utah	UT
Maine.....	ME	Vermont.....	VT
Maryland.....	MD	Virginia.....	VA
Massachusetts.....	MA	Virgin Islands.....	VI
Michigan.....	MI	Washington.....	WA
Minnesota.....	MN	West Virginia.....	WV
Mississippi.....	MS	Wisconsin	WI
Missouri.....	MO	Wyoming	WY

CANADA ABBREVIATIONS

Alberta	AB	Nova Scotia.....	NS
British Columbia.....	BC	Ontario.....	ON
Manitoba	MB	Quebec.....	PQ
New Brunswick.....	NB	Saskatchewan.....	SK
Newfoundland	NF	Yukon Territory.....	YT
Northwest Territory.....	NT		

.. .. END

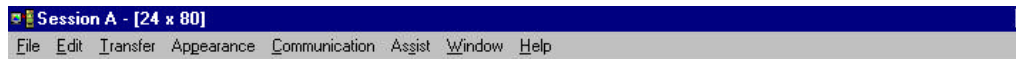
HELPFUL HINTS

Applicant/Certification User Manual

Step 5: Press Clear/Pause Key
(clears the screen)

Step 6: Key: CESN
<ENTER

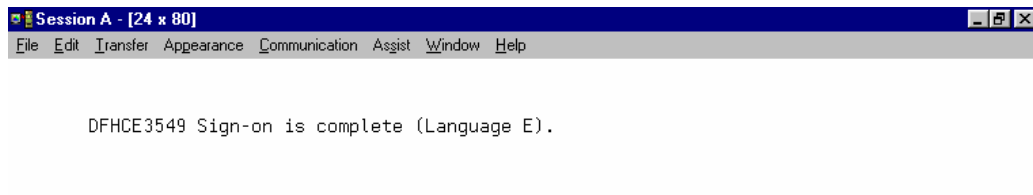
Next Screen: CICS Sign-On Screen



Step 7: Key: User ID
Press: Tab
Key: (Your private password)

Step 8: <ENTER>

Next Screen:



Step 9: Clear screen
(Sign-on is complete and you can now access the APPL/CERT screens).

... **END** ...

HELPFUL HINTS

JANI

1. **ADOPTING ANNOUNCEMENTS ON JANI** - The adopt date **must be** entered as a separate step on JANI to avoid an error message.

A. **EXCEPTION:** The adopt date is system generated for the following announcements:

- HR
- LO
- TR
- IO
- SR

For the above recruitment types, the system-generated adopt date defaults to the current date. When setting up a JANI screen:

- press <enter> for the system to accept the announcement;
- press <enter> again and system generates the adopt date.

2. **CANCEL ANNOUNCEMENT vs DELETE ANNOUNCEMENT –**

A. **DIFFERENCES:**

- Delete will remove all trace of the entire announcement
- Cancel will make the announcement unusable, but will retain the JANI screen information

B. **HOW / WHEN TO USE:**

- **CANCEL** - The cancel action is generally used after an announcement is set up in JANI and then you discover the position will not be filled after all. Using the cancel action will retain documentation of the processing that took place for the recruitment.
- **DELETE** - The delete action is used when a mistake was made on the entry of the record and should never have occurred – deleting the action will totally remove any trace of the incorrect entry.

JANI ERROR CODE EXPLANATIONS

56-TOO MANY APEX

This JANI error message occurred once when there were only 2 applicants on the list. The transaction worked fine, but had a problem with an end-of-file processing due to the small number of applicants. If you receive this message and have questions, please contact [DAS Data Entry](#).

HELPFUL HINTS

JAPI

JAPI includes 2 distinct sections:

- APPL** = fields 1 - 27 (this is the top half of the JAPI screen that provides the applicant's personal information)
- APEX** = fields 28 - 68 (this is the lower portion of the JAPI screen that provides the application data related to a specific list such as test date, score, expiration date, etc.)
-
-

CORRECTING APPLICANT'S ADDRESS

- a. If a record status is AW and you correct their address in one of the applicant's JAPI records, **all** of the applicant's records with AW status will be re-activated.
- b. If an applicant's record is AW, but the applicant says the address showing is correct, all of the applicant's records with AW status will be re-activated by keying the current day's date in ADCHNG (field 26)

CLASSIFICATION NUMBER - The number assigned to each state job classification entered on JAPI is prefixed by one of the following:

C = Classified or **X** = Management Service

NOTE: The following lists are **not** set up on APPL/CERT

E = Unclassified **J** = Judicial
K = Lottery **L** = Legislative
U = Unclassified **Y** = Exempt
Z = Executive Service

GRADE NOTICES – System automatically generates a notice on new application entries or when the final score field has been keyed. When a change (that does not affect the final score) is made to an existing record, the system does not automatically generate a new grade notice.

- **Generate A Notice Manually** – to manually instruct the system to generate a new “Application And Examination Notice”, key one of the following codes in NOTICE (field 66):
 - a. 229 = for a grade notice to be delivered to the applicant
 - b. 229A = for an agency information notice – delivered to the agency of record
 - c. 229R = for a reject notice to be delivered to the applicant

NOTE: You may use 229A notices for any documentation purposes or when you wish to send information to candidates who are currently active on a list. Since the notice includes the applicant's name and address, this makes a quick and easy way to send mailings – just slip the notice and any other letter or document into a window envelope.

Examples of why you might wish to use the notice code include:

- a. You're opening another recruitment and wish to encourage candidates on one list to apply to the new one.
- b. You want to personally deliver the notice to your applicant.

- **Suppress A Grade Notice** – to instruct the system NOT to generate a notice (after keying data into JAPI), key four asterisks (****) in NOTICE (field 66) before pressing <ENTER>.

POST DISPOSITION CODES MANUALLY

Posting disposition codes before the certificate is finalized is accomplished through J280. After the certificate is finalized, any changes to an applicant's status that would have occurred as a result of a disposition code must be manually input on the applicant's JAPI record. This is referred to as "manual disposition coding".

If the certificate does not appear on J280 when accessed as directed below, the certificate has already been finalized and disposition codes must be posted "manually" through the JAPI screen. Refer to [JAPI – Post Disposition Codes Manually](#) for instructions.

TEST DATES - if test dates were accidentally keyed on a rejected application. Call DAS Data Entry for assistance on correcting the record.

WRONG ADDRESS - The system will not generate a grade/reject notice on a record that has a wrong address code (JAPI field 27).

UPDATING SKILL & GEOGRAPHIC CODES – sometimes when skill or geographic codes are re-keyed incorrectly, rows of question marks (????) appear after pressing <ENTER>. The only way to correct this is to re-key all the skill or geographic codes.

JAPI ERROR CODES
<p>93-ACMT CLOSED If this JAPI error message appears after entering a reject code of OH:</p> <ol style="list-style-type: none"> 1. Rekey AP-REC (field 49) with the date the announcement closed 2. Key 4 asterisks (****) in NOTICE (field 66) to suppress a grade notice. 3. <ENTER> 4. Change JAPI to JAPU 5. Rekey the correct receive date in AP-REC (field 49) 6. Rekey the OH in RJ (field 51) 7. Rekey EXAM (field 55) 8. <ENTER>
<p>120-VPEL RE DOE Because veterans' eligibility laws continue to evolve, the system is not always compatible with statutory requirements. This error code usually requires an "over-ride" of "V" to be keyed into field 18 of the JAPI record.</p>
<p>122-DOD TOO OLD Because veterans' eligibility laws continue to evolve, the system is not always compatible with statutory requirements. This error code usually requires an "over-ride" of "V" to be keyed into field 18 of the JAPI record.</p>

JAPI ERROR CODES

138-TOO SOON

ACCEPTED/GRADED APPLICATIONS

First, confirm the correct test number was entered. If it's correct, determine if the application should be entered as a "regrade" or as a "reject". Refer to your Recruitment User Manual or contact your DAS Recruitment Specialist for assistance.

REJECTED APPLICATIONS

First, confirm the correct test number was entered. If it's correct:

- a. Return to 'RJ' (field 51) and key 'OC'
- b. Key 4 asterisks (* * * *) in NOTICE (field 66) to suppress the grade notice.
- c. <ENTER>
- d. Change JAPI to JAPU
- e. Re-key the correct reject code in RJ (field 51)
- f. <ENTER>

.. . END .. .

HELPFUL HINTS JLST

FILLING MULTIPLE POSITIONS:

JLST provides fields to identify either 1 or 2 positions to be filled. However, a certificate of eligibles may be used to fill more than only two positions. Additional position numbers may be identified in field 43 for your documentation purposes or on a simple memo for your recruitment file.

TYPE OF LIST: (field 26) – Must be the same as the announcement number prefix (i.e., OC, SW, or AP) **except** when the announcement number prefix is LE. When the announcement number prefix is LE, the type of list is either OC, SW, or AP.

GEOGRAPHIC AVAILABILITY (field 42) – Following are some examples of how the geographic availability codes work on the system:

- Metropolitan area codes (PMA, EMA, and SMA) are not valid codes for this field – you must request either city codes, county codes, or “ALL”
- You can request up to 6 city and/or county codes
- If you request a county code, applicants who have only listed a metropolitan area will not appear
- If you request a city code, applicants with either the city code or the metropolitan area code (that includes the city you wish selected) will appear

SUPPLEMENTAL CERTIFICATES

An appointment **cannot** be made from a certificate if the certificate or any supplemental to the certificate has been **deleted**.

.. . **END** .. .

HELPFUL HINTS JMSG Display

This section describes each field of JMSG. The JMSG screen provides DAS/HRSD Recruitment a communication link with agency staff providing information such as:

- weekly data entry status updates
 - application workload status
 - recruitment processing status
 - important recruitment-related messages as needed
-

JMSG DEPARTMENT OF ADMINISTRATIVE SERVICES APPLICANT CERTIFICATION NEWSLETTER

ACTION CODE: **1** DATE: **2** TIME: **3**

MESSAGE

4

F7 = SCROLL BACK

5

F8 = SCROLL FORWARD

6

HELPFUL HINTS

Reading JMSG

The JMSG screen provides DAS/HRSD Recruitment a communication link with agency staff providing information such as:

- weekly data entry status updates
- application workload status
- recruitment processing status
- important recruitment-related messages as needed

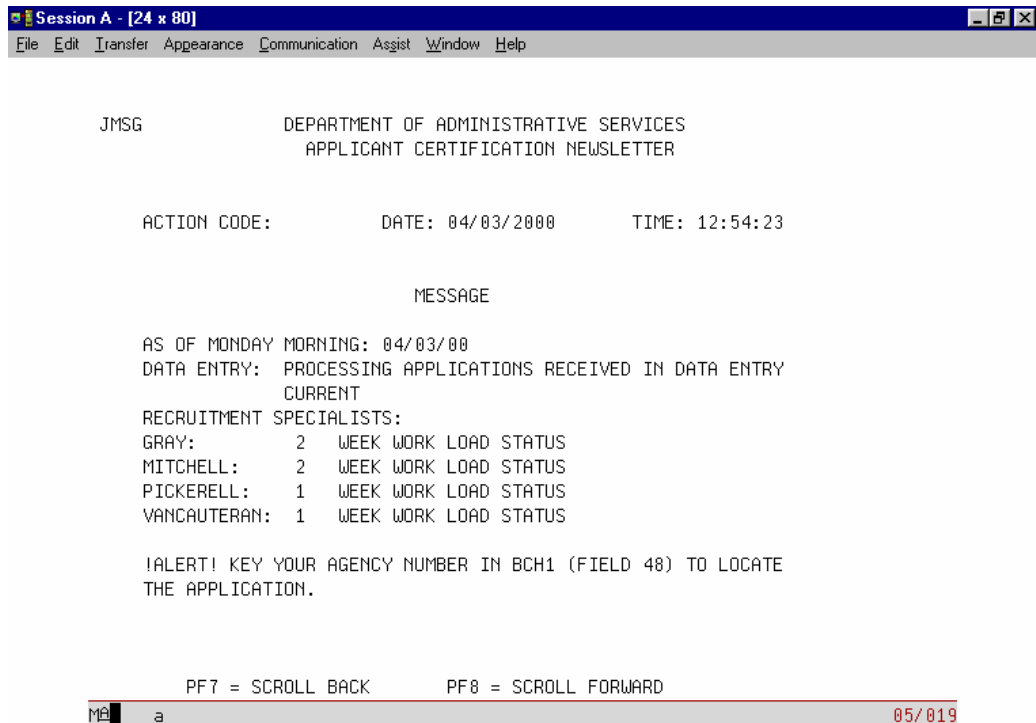
When JMSG is accessed, the most recent message appears first.

Step 1 Clear screen

Step 2 Key: JMSG

<ENTER>

EXAMPLE of JMSG screen:



```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help

JMSG                DEPARTMENT OF ADMINISTRATIVE SERVICES
                   APPLICANT CERTIFICATION NEWSLETTER

ACTION CODE:        DATE: 04/03/2000      TIME: 12:54:23

MESSAGE

AS OF MONDAY MORNING: 04/03/00
DATA ENTRY:  PROCESSING APPLICATIONS RECEIVED IN DATA ENTRY
CURRENT
RECRUITMENT SPECIALISTS:
GRAY:              2  WEEK WORK LOAD STATUS
MITCHELL:          2  WEEK WORK LOAD STATUS
PICKERELL:         1  WEEK WORK LOAD STATUS
VANCAUTERAN:      1  WEEK WORK LOAD STATUS

!ALERT! KEY YOUR AGENCY NUMBER IN BCH1 (FIELD 48) TO LOCATE
THE APPLICATION.

PF7 = SCROLL BACK      PF8 = SCROLL FORWARD
Mā a 05/019
```

Step 3 Move From Page to Page

- F8 (PF8) to page forward
- F7 (PF7) to page back

... **END** ...

HELPFUL HINTS J280

POST DISPOSITION CODES MANUALLY

Posting disposition codes before the certificate is finalized is accomplished through J280. After the Certificate is finalized, any changes to an applicant's status that would have occurred as a result of a disposition code must be manually input on the applicant's JAPI record. This is referred to as "manual disposition coding".

If the Certificate does not appear on J280 when accessed as directed below, the Certificate has already been finalized and disposition codes must be posted "manually" through the JAPI screen. Refer to [Post Disposition Codes Manually](#) in JAPI for instructions.

Considerations to be aware of when posting disposition codes:

1. If a disposition code of 'NA1' has already been posted to a candidate's record, **do not change** the disposition code or the record. The NA1 code indicates a Social Security Number change has been made and this candidate's records are now under a different SSN. You may wish to:
 - a. Call Data Entry at (503) 378-2179 to verify if a Social Security Number change has been done.
 - b. Post manually by updating the candidate's JAPI record, depending on which disposition code has been assigned. Refer to the JAPI section.
2. Enter disposition codes before processing any updates to application records. If any candidate on the list requested their application records to be updated, post disposition codes **before** updating their JAPI record. The application record should remain the same as it was when it certified until **after** the disposition code has been posted. Refer to [Update Applicant Records](#) for directions on updating an applicant's record(s).
3. It may be necessary to post a disposition code to an applicant's record whose name is on a cancelled or deleted Certificate. Restore the Certificate then post the disposition codes. This can be done through J280 if the Certificate has not been finalized.

If the Certificate has been finalized, it will be necessary to post disposition codes manually.

HELPFUL HINTS MISCELLANEOUS

ENTER – If the 'enter' key on your PC does not work, check with your IS staff.

REFRESH A FIELD - Re-key the first digit of the field.

SSN is unknown – how do I retrieve the application record?

JAPI records can only be accessed with an SSN. However, with the applicant's name, you can cross-search for their SSN using the J400 screen.

UPDATING SKILL & GEOGRAPHIC CODES

Sometimes when skill or geographic codes are re-keyed incorrectly, rows of question marks (????) appear after pressing <enter>. To correct this, re-key all the skill or geographic codes.

City, County, & Metropolitan Codes – How they relate

When requesting a Certificate of Eligibles list, you must request either a city or county geographic code or you may request "all".

Applicants may select a metropolitan geographic code on their application, but the APPL/CERT system does not recognize metropolitan codes when a Certificate of Eligibles list is requested from the JLST file.

.. . **END** .. .