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HR Handbook Update No. 2015 – 0004

Issue Date: June 30, 2015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Re-Centralization Updates to HR Handbook Chapters 22 & 23

REASON FOR THE UPDATE: To reflect policy and procedure revisions in Chapters 22 and 23 which are resulting from the re-centralization of work processes associated with posting and qualifying classified job applicants.

EFFECTIVE DATE: July 1, 2015

As mentioned in [General Circular #2015-022](#), this update reflects policy and procedure revisions resulting from the re-centralization of work processes associated with posting and qualifying classified job applicants.

Chapter 22 – Requirements for Filling Job Vacancies

Procedures:

[Additional Testing Exemptions](#) – Clarifies the test exemption for permanent classified employees already occupying a job that requires a test upon promotion. Also removes information regarding the priority eligible list process.

[Best Practices](#) – Removes information pertaining to standard notices to applicants rejected for not meeting the minimum qualifications of a classified job, as SCS will assume this practice.

[Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment, and Testing Exemption](#) – Procedure is renamed and also clarifies the timelines and requirements for accepting paper applications, revises information regarding eligible lists, continuous announcements, and test exemptions, in light of the re-centralization.

[Exam Plan](#) – Revised to appropriately reflect the new process for creating the exam plan in light of the re-centralization.

[Verification of a Candidate's Score in LA Careers](#) – Updated to reflect State Civil Service's role in verifying test scores for applicants.

[Veterans Preference Information: Proof of Eligibility](#) – Removes information about agencies adding Veterans Preference Points in new hiring situations.

Job Aids:

[Glossary of Staffing Terms](#) – Removes terms no longer used in light of the re-centralization and makes various clarifications to remaining terms.

[LA Careers Posting Tips](#) – Clarifies information on posting classified positions in LA Careers, specifically information regarding Career Progression Groups.

[MQ Development and Evaluation](#) – Updated to reflect current terminology regarding position descriptions, as well as information pertaining to the percentage of time spent performing duties as it relates to evaluating the work experience of an applicant.

Rule by Rule Summary:

[SCS Rule 22.3 \(b\)](#) – Adds information about appointments to Nurse Technician job as well as recent rule changes regarding the hiring of applicants with a 3.5 GPA or higher.

[SCS Rule 22.4](#) – States that applicants who have been rejected for a job must be notified either by e-mail or mailed notices.

[SCS Rule 22.8](#) – Updates references to test exemptions due to recent rule changes.

[SCS Rule 22.9](#) – Updates terms used in relation to eligible lists due to the re-centralization.

Chapter 23 – Appointments

Procedures:

[Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment, and Testing Exemption](#) – Procedure is renamed and also clarifies the timelines and requirements for accepting paper applications, revises information regarding eligible lists, continuous announcements, and test exemptions, in light of the re-centralization.

Rule by Rule Changes:

[SCS Rule 23.3 and SCS Rule 23.5](#) – Updated to explain the recent rule change that allows the appointment of applications with a 3.5 GPA or higher without posting.

If you have any questions regarding these updates, or any other questions regarding the re-centralization of the work process for posting and qualifying classified job applicants, please contact your Staffing Consultant at (225) 219-9390.

Sincerely,

Shannon S. Templet
Director