



Louisiana
SCS
State Civil Service

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HR Handbook Update No. 2016 – 0008

Issue Date: October 13, 2016

To: Head of State Agencies and Personnel Officers

Subject: Update to HR Handbook Chapter 22

REASON FOR UPDATE: After a review of SCS Rule 22.2, State Civil Service has determined that the pay levels of jobs prohibited from being filled between statewide Election Day and the day the official assumes office were in most cases at or below supervisory level jobs.

EFFECTIVE DATE: October 5, 2016

This is to advise agencies that the pay levels in SCS Rule 22.2 have been raised. The previously reflected levels were low for the general intent of the rule. This rule is intended to require SCS approval for high level administrators and manager level jobs.

Rule by Rule Review:

[CSR 22.2 Filling Vacancies Prior to the Election for a Statewide Elected Office](#)

Jobs at or above pay levels MS-524, AS-623, SS-422, PS-120, WS-223, or TS-319 cannot be filled between the date of any election for a statewide office and the date the elected official takes office without prior approval from the Director.

The above pay ranges are higher than the previous pay levels of MS-520, AS-620, SS-419, PS-115, WS-218, and TS-315.

Questions regarding this Handbook Notification may be directed to the Staffing Division at 225-219-9390.

Sincerely,

Byron P. Decoteau, Jr.
Director
State Civil Service