



PROGRAM SUPPORT HR TIPS

October 5, 2011

No. 16

PROCEDURES FOR FILLING POSITIONS UNDER RULE 22.2

As stated in [General Circular Number 2011-024](#), an appointing authority shall obtain the Director of Civil Service's approval before making a permanent appointment to any classified job at or above MS-520, AS-260, SS-419, PS-115, WS-218, or TS-315 between the date of any election for a statewide elected office (**October 22, 2011**) through Inauguration Day (**January 9, 2012**). According to [Civil Service Rule 22.2](#), this also applies to promotions and transfers into an agency while on permanent status.

You may refer to the [One Stop Job Information-View Jobs by Job Title](#) on our website to verify a job's pay level.

We hope this **HR Tip** has been helpful to you. If you have any questions please contact Betty Davis at (225) 219-9534 or betty.l.davis@la.gov