



LOUISIANA DEPARTMENT OF STATE  
**CIVIL SERVICE**

[www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov)

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**GENERAL CIRCULAR NUMBER 2012-015**

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**DATE:** May 23, 2012

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Annual Reporting of Appointments Made Per State Civil Service Rule 5.9

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State Agencies who have promulgated a policy under Civil Service Rule 5.9 (Dual Career Ladder) shall report all activities under such policy for Fiscal Year 2011/2012 to State Civil Service by **July 31, 2012**. Reported information should include the following:

- Percent turnover at the end of Fiscal Year 2011/2012
- Ratio of bosses to staff
- List of employees selected, PPR ratings if your agency did not suspend them in December 2011, and how they were selected (E&T, structured interviews, etc.)
- Number of DCL promotions, reallocations (if any), and job corrections

The Dual Career Ladder Annual Reporting Form can be found at the following link: <http://www.civilservice.louisiana.gov/Divisions/Compensation/DocsAndForms.aspx>. Completed reports, along with a cover letter, should be emailed to [dscscompreports@la.gov](mailto:dscscompreports@la.gov) by July 31, 2012. Agency Heads will be notified of any reports not received by July 31, 2012; in addition, such reports will not be included in the report to the State Civil Service Commission.

If you have any questions, please contact Byron Decoteau Jr., Chief of Compensation, by email at [byron.decoteau@la.gov](mailto:byron.decoteau@la.gov) or at (225) 342-8083.

Sincerely,

s/Shannon S. Templet  
Director