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This public document was published at a total cost of \$12.52. 33 copies of this public document were published in this 1<sup>st</sup> printing at a cost of \$.38 each. The total cost of all printings of this document including reprints is \$12.52. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to R.S. 43:31.

## GENERAL CIRCULAR NUMBER 2013-001

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**DATE:** January 14, 2013

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

**SUBJECT:** Implementation of New Professional Level Exam

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This circular serves as notification that the Department of State Civil Service will be implementing a new test for designated professional level positions as well as a new test for designated clerical and support positions. We are currently planning the implementation of the new professional test. This new exam, the Professional Level Exam (PLE---series 8100), will replace the current Professional Entry Test (PET---series 9333). The clerical and support positions test will be implemented at a later date.

The last date for administration of the PET will be February 28, 2013. Administration of the new PLE will begin Friday, March 1, 2013, in our Baton Rouge Information and Testing Office. Our Saturday Test Centers in New Orleans, Opelousas, Lake Charles, Shreveport and West Monroe will begin administration during the month of March. Schedule dates for each location can be found on our website at [www.civilservice.la.gov](http://www.civilservice.la.gov).

There will be a **transition period** for implementing the PLE that will last from **March 1 through April 30, 2013**.

**AGENCIES** may create postings in LA Careers during this transition period from March 1 through April 14, 2013, and the eligible lists will be based on old PET grades. Applicants who do not have active PET grades or test exemptions cannot apply for vacancies posted during this period. Agencies will not be able to create postings in LA Careers for current PET jobs at all from April 15 through April 30, 2013.

**APPLICANTS** may apply for and take the new PLE during the transition period, but they will not receive grade notices until after April 30, 2013. This delay is necessary to build up the new eligible list. On May 1, 2013, the PLE grades will become active and may be used to apply to posted vacancies. Applicants cannot take the old PET during this period. The last date for taking the PET is February 28, 2013. Applicants wanting to apply to these vacancies during the transition period who do not already have an active PET grade will need to take the PET by February 28, 2013.

**LA CAREERS WILL BE UNAVAILABLE FOR AGENCIES TO POST PET JOBS AND FOR APPLICANTS TO APPLY FOR PET JOBS FROM APRIL 15<sup>TH</sup> THROUGH APRIL 30<sup>TH</sup>.**

On April 30, 2013, PET scores presently active in LA Careers will expire. These scores will be unavailable to be used for probational or job appointments. Effective May 1, 2013, applicants will need a score for the PLE to be eligible to apply for these types of appointments. **All new scores for the PLE will have an expiration date of two years following the effective date of the test score.**

There will be a limited transition exception period for using the PET scores for PROMOTION ONLY of permanent state employees until May 1, 2015. Staffing will add this exception to its exemptions from testing policy and will include this option in our agency-wide question in LA Careers that addresses testing exemptions. It is at the discretion of the individual appointing authority as to the use of this testing exemption.

Candidates are strongly encouraged to test during the months of March and April 2013 to be assured they may apply for vacancies as soon as possible using the new PLE scores, starting May 1, 2013. Attached is the list of jobs that will require the PLE test in order to be hired. Please note that there have been some changes to the list of professional level jobs that are included on the test.

State agencies will not be able to create postings in LA Careers for job titles using the PET from April 15 through April 30, 2013. This is to allow for system updates to reflect the test changes. Any posting using the PET created in March or April 2013 must have a closing date no later than April 19, 2013. An agency may continue to fill vacancies from previous PET postings and test scores with closing dates on or before April 19, 2013, until the normal eligible list expiration date passes which is 90 days (or 3 months) from the posting closing date. Continuous postings in LA Careers that use the current PET must be inactivated by April 19, 2013.

On May 1, 2013, agencies will be allowed to post again for professional level titles that are assigned to the new PLE. Staffing will make all necessary changes in the LA Careers system; therefore, the HR workflow of any posting created on May 1, 2013, may be processed as normal.

**Important dates to remember are:**

- February 28, 2013—Last administration of the PET (series 9333) required to be eligible to apply for vacancies posted during March and April.

- March 1, 2013—Administration of the PLE (series 8100) in Baton Rouge Testing Office begins.
- March 2, 2013—Administration of the PLE (series 8100) in Saturday Centers begins. Check website for schedule dates for each location.
- April 15 through April 30, 2013—Agencies cannot post in LA Careers for job titles covered by the PET.
- April 19, 2013—All PET vacancy postings must close and all PET continuous job postings must be inactivated.
- April 30, 2013—Scores for the PET expire.
- May 1, 2013—Scores for the PLE are active. Postings for job titles covered by the PLE can now be posted in LA Careers. **PLE scores will now have an expiration period of two years.**
- July 19, 2013—All PET eligible lists expire from postings that closed on April 19, 2013.

The Staffing division will conduct a webinar for the Human Resources community covering the details of this implementation on Wednesday, January 16, 2013, at 9:00 am and Thursday, January 17, 2013, at 1:00 pm. Agencies are encouraged to participate in this webinar.

Agency Human Resources representatives should direct questions to their assigned consultant in the Staffing Division. If they cannot be reached, please direct questions to (225) 219-9390.

Job seekers should direct questions to the Baton Rouge Information and Testing Office at (225) 925-1911 or Toll Free at (886) 783-5462 or TDD at (800) 846-5277.

Sincerely,

s/Shannon S. Templet  
Director

PLE Job Titles (as of 1/8/13)

ARCHIVES SPECIALIST 1  
ADMINISTRATIVE PROGRAM MANAGER 1  
ADMINISTRATIVE PROGRAM SPECIALIST-A  
ADMINISTRATIVE PROGRAM SPECIALIST-B  
ADMINISTRATIVE PROGRAM SPECIALIST-C  
AGRICULTURAL ENVIRONMENTAL SPECIALIST 1  
AGRICULTURAL ENVIRONMENTAL SPECIALIST 2  
AGRICULTURAL ENVIRONMENTAL SPECIALIST 3  
AGRICULTURAL MARKETING TRAINEE  
AGRICULTURAL MARKETING SPECIALIST  
AGRICULTURE PROGRAM SPECIALIST 1  
AGRICULTURE PROGRAM SPECIALIST 2  
AGRICULTURE SPECIALIST 1  
AGRICULTURE SPECIALIST 2  
AGRICULTURE SPECIALIST 3  
AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 1  
AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 2  
ALCOHOL TOBACCO CONTROL PROSECUTOR  
ATC ENFORCEMENT ANALYST 1  
ATC ENFORCEMENT ANALYST 2  
BUDGET ANALYST 1  
BUDGET ANALYST 2  
BUDGET ANALYST 3  
BUDGET ANALYST 4  
BUSINESS DEVELOPMENT OFFICER 1  
BUSINESS DEVELOPMENT OFFICER 2  
BUSINESS DEVELOPMENT OFFICER 3  
COASTAL RESOURCES PROGRAM SPECIALIST 1  
COASTAL RESOURCES PROGRAM SPECIALIST 2  
COASTAL RESOURCES PROGRAM SPECIALIST 3  
COMMERCIAL SPECIALIST 1  
COMMERCIAL SPECIALIST 2  
COMMERCIAL SPECIALIST 3  
COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 1  
COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 2  
COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 3  
COMPLIANCE INVESTIGATOR 1  
COMPLIANCE INVESTIGATOR 2  
COMPLIANCE INVESTIGATOR 3  
COMPLIANCE INVESTIGATOR 4-A  
COMPLIANCE PROGRAMS SPECIALIST 1  
COMPLIANCE PROGRAMS SPECIALIST 2  
COMPLIANCE PROGRAMS SPECIALIST 3  
CONSERVATION ENFORCEMENT SPECIALIST 1  
CONSERVATION ENFORCEMENT SPECIALIST 2  
CONSERVATION ENFORCEMENT SPECIALIST 3  
CONTRACTS/GRANTS REVIEWER 1

CONTRACTS/GRANTS REVIEWER 2  
CONTRACTS/GRANTS REVIEWER 3  
CONTRACTS/GRANTS REVIEWER 4  
CORRECTIONS ARDC SPECIALIST 1  
CORRECTIONS ARDC SPECIALIST 2  
CORRECTIONS ARDC SPECIALIST 3  
CORRECTIONS CLASSIFICATION OFFICER 1  
CORRECTIONS CLASSIFICATION OFFICER 2  
CORRECTIONS CLASSIFICATION OFFICER 3  
CORRECTIONS RECORDS ANALYST 1  
CORRECTIONS RECORDS ANALYST 2  
CORRECTIONS RECORDS ANALYST 3  
CRIMINAL JUSTICE POLICY PLANNER TRAINEE  
CRIMINAL JUSTICE POLICY PLANNER 1  
CRIMINAL JUSTICE POLICY PLANNER 2  
CULTURAL PROGRAM ANALYST 1  
CULTURAL PROGRAM ANALYST 2  
CULTURAL PROGRAM COORDINATOR  
DISEASE INTERVENTION SPECIALIST 1  
DISEASE INTERVENTION SPECIALIST 2  
DISEASE INTERVENTION SPECIALIST 3  
DOTD PROGRAM SPECIALIST 1  
DOTD PROGRAM SPECIALIST 2  
DOTD PROGRAM SPECIALIST 3  
ECONOMIC DEVELOPMENT RESEARCH ANALYST TRAINEE  
ECONOMIC DEVELOPMENT RESEARCH ANALYST 1  
EDUCATION INFORMATION CONSULTANT 1  
ELECTION PROGRAM SPECIALIST A  
ELECTION PROGRAM SPECIALIST B  
ELECTION PROGRAM SPECIALIST C  
ENVIRONMENTAL PROGRAM ANALYST 1  
ENVIRONMENTAL PROGRAM ANALYST 2  
ENVIRONMENTAL PROGRAM ANALYST 3  
ENVIRONMENTAL PROJECT SPECIALIST 1  
ENVIRONMENTAL PROJECT SPECIALIST 2  
ENVIRONMENTAL PROJECT SPECIALIST 3  
FOOD DISTRIBUTION PROGRAM MANAGER  
FRAUD INVESTIGATOR 1--OFS  
FRAUD INVESTIGATOR 2--OFS  
GROUP BENEFITS ANALYST 1  
GROUP BENEFITS ANALYST 2  
GROUP BENEFITS ANALYST 3  
HABILITATION INSTRUCTOR 1  
HABILITATION INSTRUCTOR 2  
HOUSING CLIENT SERVICES SPECIALIST  
HOUSING FINANCE SPECIALIST 1  
HOUSING FINANCE SPECIALIST 2  
HOUSING FINANCE SPECIALIST 3

HUMAN RESOURCES ANALYST A  
HUMAN RESOURCES ANALYST B  
HUMAN RESOURCES ANALYST C  
HUMAN RESOURCES SPECIALIST  
HUMAN RESOURCES CONSULTANT A  
HUMAN RESOURCES CONSULTANT B  
HUMAN RESOURCES CONSULTANT C  
HUMAN RESOURCES CONSULTANT SPECIALIST  
IMMUNIZATION PROGRAM CONSULTANT TRAINEE  
IMMUNIZATION PROGRAM CONSULTANT  
INFORMATION TECHNOLOGY APPLICATIONS PROGRAMMER 1  
INFORMATION TECHNOLOGY LIAISON OFFICER 1  
INFORMATION TECHNOLOGY LIAISON OFFICER 2  
INFORMATION TECHNOLOGY LIAISON OFFICER 3  
INFORMATION TECHNOLOGY LIAISON OFFICER 4  
INFORMATION TECHNOLOGY STATEWIDE SYSTEMS ANALYST 1  
INFORMATION TECHNOLOGY STATEWIDE SYSTEMS ANALYST 2  
INFORMATION TECHNOLOGY TECHNICAL SUPPORT ANALYST 1  
INFORMATION TECHNOLOGY TECHNICAL SUPPORT ANALYST 2  
INFORMATION TECHNOLOGY TELECOMMUNICATIONS TECHNICAL ANALYST 1  
INSURANCE SPECIALIST 1  
INSURANCE SPECIALIST 2  
INSURANCE SPECIALIST 3  
INTERPRETIVE RANGER 1  
INTERPRETIVE RANGER 2  
INTERPRETIVE RANGER 3  
INVESTIGATIVE SPECIALIST 1  
INVESTIGATIVE SPECIALIST 2  
INVESTIGATIVE SPECIALIST 3  
LABOR MARKET SPECIALIST 1  
LABOR MARKET SPECIALIST 2  
LABOR MARKET SPECIALIST 3  
LAND SPECIALIST 1  
LAND SPECIALIST 2  
LAND SPECIALIST 3  
LAND SPECIALIST 4  
LHSC PROGRAM COORDINATOR 1  
LHSC PROGRAM COORDINATOR 2  
LICENSING ANALYST 1  
LICENSING ANALYST 2  
LICENSING SPECIALIST 1--DSS  
LICENSING SPECIALIST 2--DSS  
MANAGEMENT ANALYST 1  
MANAGEMENT ANALYST 2  
MARKETING REPRESENTATIVE 1  
MARKETING REPRESENTATIVE 2  
MEDICAID ANALYST 1  
MEDICAID ANALYST 2

MEDICAID ANALYST 3  
MEDICAID PROGRAM SPECIALIST 1  
MEDICAID PROGRAM SPECIALIST 2  
MINERAL PRODUCTION ANALYST 1  
MINERAL PRODUCTION ANALYST 2  
MINERAL PRODUCTION SPECIALIST  
OCDD ACTIVE TREATMENT SPECIALIST 1  
OCDD ACTIVE TREATMENT SPECIALIST 2  
ORS SPECIALIST 1  
ORS SPECIALIST 2  
ORS SPECIALIST 3  
ORS SPECIALIST 4  
OSHA SAFETY CONSULTANT TRAINEE  
OSHA OCCUPATIONAL SAFETY CONSULTANT  
PARK MANAGER 1  
PARK MANAGER 2  
PARK MANAGER 3  
PARK MANAGER 4  
PARK MANAGER 5  
PARKS PROGRAM ANALYST  
PORT MANAGER A  
PORT MANAGER B  
PORT REAL ESTATE COORDINATOR  
PROBATION AND PAROLE OFFICER 1--ADULT  
PROBATION AND PAROLE OFFICER 2--ADULT  
PROBATION AND PAROLE OFFICER 3--ADULT  
PROBATION AND PAROLE SPECIALIST - ADULT  
PROBATION AND PAROLE OFFICER 1--JUVENILE  
PROBATION AND PAROLE OFFICER 2--JUVENILE  
PROBATION AND PAROLE OFFICER 3--JUVENILE  
PROCUREMENT SPECIALIST 1  
PROCUREMENT SPECIALIST 2  
PROCUREMENT SPECIALIST 3  
PROCUREMENT SPECIALIST 4 EXEMPT  
PROGRAM COMPLIANCE OFFICER 1  
PROGRAM COMPLIANCE OFFICER 2  
PROGRAM COMPLIANCE OFFICER 3  
PSC ENFORCEMENT AGENT 1  
PSC ENFORCEMENT AGENT 2  
PSC ENFORCEMENT AGENT 3  
PUBLIC INFORMATION OFFICER 1  
PUBLIC INFORMATION OFFICER 2  
PUBLIC INFORMATION OFFICER 3  
PUBLIC LANDS ANALYST 1  
PUBLIC LANDS ANALYST 2  
PUBLIC LANDS ANALYST 3  
PUBLIC LANDS FIELD OFFICER 1  
RANDOLPH SHEPPARD MANAGEMENT ANALYST TRAINEE

RANDOLPH SHEPPARD MANAGEMENT ANALYST  
RECOVERY ANALYST 1--OFS  
RECOVERY ANALYST 2--OFS  
REHABILITATION COUNSELOR--ENTRY  
REHABILITATION COUNSELOR  
REHABILITATION EVALUATOR--ENTRY  
REHABILITATION EVALUATOR  
REHABILITATION INSTRUCTOR 1  
REHABILITATION INSTRUCTOR 2  
RETIREMENT BENEFITS ANALYST 1  
RETIREMENT BENEFITS ANALYST 2  
RETIREMENT BENEFITS ANALYST 3  
REVENUE TAX OFFICER 1  
REVENUE TAX OFFICER 2  
RIGHT OF WAY AGENT 1  
RIGHT OF WAY AGENT 2  
RIGHT OF WAY APPRAISER 1  
RIGHT OF WAY APPRAISER 2  
SOCIAL SECURITY PROGRAM ANALYST  
SOCIAL SERVICE COUNSELOR 1  
SOCIAL SERVICE COUNSELOR 2  
SOCIAL SERVICE COUNSELOR 3  
SOCIAL SERVICE COUNSELOR 4-A  
SOCIAL SERVICE COUNSELOR 4-B  
SOCIAL SERVICES ANALYST 1  
SOCIAL SERVICES ANALYST 2  
SOCIAL SERVICES ANALYST 3  
STATE CAPITAL OUTLAY ANALYST 1  
STATE CAPITAL OUTLAY ANALYST 2  
STATE RISK ADJUSTER 1  
STATE RISK ADJUSTER 2  
STATE RISK ADJUSTER 3  
STATE RISK ADJUSTER 4  
STATE RISK UNDERWRITER 1  
STATE RISK UNDERWRITER 2  
STATE RISK UNDERWRITER 3  
STATISTICIAN 1  
STATISTICIAN 2  
STUDENT FINANCIAL AID SPECIALIST 1  
STUDENT FINANCIAL AID SPECIALIST 2  
STUDENT FINANCIAL AID SPECIALIST 3  
TAX COMMISSION SPECIALIST 1  
TAX COMMISSION SPECIALIST 2  
TAX COMMISSION SPECIALIST 3  
TELECOMMUNICATIONS CONSULTANT 1  
TELECOMMUNICATIONS CONSULTANT 2  
TELECOMMUNICATIONS CONSULTANT 3  
TOURISM INFORMATION ASSISTANT REGIONAL COORDINATOR



TOURISM TRAVEL INFORMATION SPECIALIST  
TRAINING AND DEVELOPMENT SPECIALIST 1  
TRAINING AND DEVELOPMENT SPECIALIST 2  
TRAINING AND DEVELOPMENT SPECIALIST 3  
VETERANS ASSISTANCE COUNSELOR 1  
VETERANS ASSISTANCE COUNSELOR 2  
VETERANS ASSISTANCE COUNSELOR 3  
WORKERS' COMPENSATION COMPLIANCE ANALYST 1  
WORKERS' COMPENSATION COMPLIANCE ANALYST 2  
WORKERS' COMPENSATION DISPUTE RESOLUTION SPECIALIST 1  
WORKERS' COMPENSATION DISPUTE RESOLUTION SPECIALIST 2  
WORKERS' COMPENSATION MEDICAL SERVICES ANALYST  
WORKFORCE DEVELOPMENT SPECIALIST 1  
WORKFORCE DEVELOPMENT SPECIALIST 2  
WORKFORCE DEVELOPMENT SPECIALIST 3