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DATE: February 5, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: State Civil Service Foundations for HR Professionals

State Civil Service (SCS) and the Comprehensive Public Training Program (CPTP) are pleased to announce the release of the revised and updated HR Curriculum, called State Civil Service Foundations for HR Professionals, in February 2013. Targeted toward new and/or entry-level HR professionals, the SCS Foundations for HR Professionals curriculum will thoroughly cover the basic and crucial knowledge HR Professionals need to be successful in a civil service environment. The revised curriculum consists of an online learning component, an instructor-led component, and semi-annual panel discussions with the SCS executive team.

The online component consists of six e-learning courses, followed by an instructor-led capstone course. The e-learning courses include:

- **State Civil Service Department Overview** – a functional description of each SCS division and how each division contributes to HR processes
- **Documentation and Grievances** – an overview of documentation standards and grievance procedures
- **Common Myths for HR Professionals** – reviews false myths prevalent in state government and how to overcome them
- **Civil Service Essentials for HR Professionals** – a review of the history and purpose of the Department of State Civil Service

- **Leave Management for HR Professionals** – an overview of leave requirements and procedures
- **Interviewing and Onboarding** – a reference for helping agency supervisors design interview questions and an overview of onboarding new hires

Once the e-learning courses have been completed, the participants may then register for the Capstone Review Workshop. The instructor-led capstone course provides opportunities for learners to apply the theoretical knowledge gained in the online courses in realistic and practical activities and simulations. Detailed course descriptions are available on LEO.

The third component of the program is instructor-led courses on specialized topics. These courses are provided by the major divisions of the Department of State Civil Service. Courses include:

- **Staffing Considerations** – a review of merit system principles and SCS rules regarding hiring
- **Compensation Pay Rules and Classification Issues** – applies SCS rules to classifying and reclassifying positions, as well as applying various pay rules
- **Disciplinary Actions and Civil Service Appeals** – covers the necessary procedures for taking disciplinary actions and best practices for dealing with appeals
- **LASERS Agency Training** – provides updates and details associated with everything from enrollment of a member to guiding an employee through the retirement process

All of the courses are available in Baton Rouge at least four times per year. Course descriptions, course availability, and registration are available via LEO.

The final component of the SCS Foundations for HR Professionals curriculum is the HR Panel Q&A Sessions. These live, half-day sessions will be held in April and October. In the HR Panel Q&A Sessions, the executive team of SCS will be available to answer questions and provide guidance to participants on timely HR topics.

In addition to these components, CPTP will also add additional elements to the Foundations program soon, including easy-to-access webinars covering timely topics of interest to HR professionals, as well as future training on minimum qualifications.

HR Professionals can subscribe themselves to the CPTP SCS Foundations for HR Professionals course program by navigating to LEO My Training > Comprehensive Public Training Program > CPTP Programs > CPTP SCS Foundations for HR Pros.

The following link will take you to the State Civil Service Foundations for HR Professionals curriculum brochure:

<http://www.civilservice.louisiana.gov/files/Divisions/Training/HRCurriculumBrochure.pdf>.

Additionally, information can be found on the SCS website at the following link:
<http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/HRCurriculum.aspx>.

If you have questions about the SCS Foundations for HR Professionals curriculum, please call (225) 342-8539 or e-mail cptplso.coordinator@la.gov.

Sincerely,

s/Shannon S. Temple
Director