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GENERAL CIRCULAR NUMBER 2013-016

DATE: May 31, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Reporting of Appointments made per Civil Service Rule 5.9

State Agencies who have promulgated a policy under State Civil Service Rule 5.9 (Dual Career Ladder) shall report all activities under such policy for Fiscal Year 2012/2013 to State Civil Service by **July 31, 2013**. Reported information should include the following:

- Percent turnover at the end of Fiscal Year 2012/2013
- Ratio of bosses to staff
- List of employees selected, PES ratings, and how they were selected (E&T, structured interviews, etc.)
- Number of DCL promotions, reallocations (if any), job corrections

Note the following changes to the annual report:

- PES ratings are only needed for last year. We no longer require the average of the previous two years.

The Dual Career Ladder Annual Reporting Form can be found by clicking [HERE](#). Please forward a completed Annual Form along with a cover letter by email to dscscompreports@la.gov by July 31, 2013.

If you have any questions, please contact Chris Deer, Compensation Division Administrator, at (225) 342-8083 or by email at chris.deer@la.gov

Sincerely,

s/Shannon S. Templet
Director