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GENERAL CIRCULAR NUMBER 2015-016

DATE: **June 4, 2015**

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

SUBJECT: **Procedures for Filling Positions Under Rule 22.2**

This general circular serves as a reminder to Appointing Authorities and Human Resources Directors of Civil Service Rule 22.2. According to provisions of this rule, an appointing authority shall obtain the Director's approval before making a permanent appointment to any job at or above MS-520, AS-620, SS-419, PS-115, WS-218, or TS-315 between the date of any election for a statewide elected office (October 24, 2015) through Inauguration Day (January 11, 2016).

The only methods by which vacancies in these jobs may be filled without prior approval of the Director are by Classified WAE Appointment, Job Appointment, and Detail-to-Special Duty.

Unless the Director grants permission, vacancies covered under this rule cannot be filled on a permanent basis through a probationary or permanent appointment into a regular, ongoing position. This also applies to promotions and transfers into an agency while on permanent status.

The process will be handled as follows:

- Vacancies affected by this rule shall not be announced without obtaining prior approval of the Director by means of a letter which includes justification explaining why the vacancy needs to be filled.
- Agencies are to send letters requesting approval to fill to the Staffing Division.

- Agencies will be notified via email of the Director's decision.
- Verification of approval must be attached to the exam plan in LA Careers for audit purposes.

If you have any questions, please contact Joan Hasse (Joan.Hasse@la.gov) at (225) 219-9390, or fax (225) 219-1041.

Sincerely,

s/Shannon S. Templet
Director