



Post Office Box 94111  
Baton Rouge, LA 70804-9111

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

**SHANNON S. TEMPLET, DIRECTOR**

Phone: 225-342-8274

Fax: 225-342-8058

TDD: 800-846-5277

Toll Free: 866-783-5462

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**DATE:** June 25, 2015

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

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

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State agencies who have promulgated a policy under State Civil Service Rule 5.9 for Dual Career Ladder (DCL) jobs shall report all activities under such policy for the fiscal year ending June 30, 2015, to State Civil Service by July 31, 2015. Reported information should include the following:

- Progress toward DCL policy goals
- DCL participant performance standards
- DCL participant selection procedures and supplemental qualifications
- Scope of DCL program use

The DCL Annual Reporting Form can be found by clicking [HERE](#). Please forward a completed form by email to [compreports@la.gov](mailto:compreports@la.gov) by July 31, 2015.

If you have any questions regarding the DCL Reporting Form, you may contact Amber Gorham at (225) 342-8260 or [amber.gorham@la.gov](mailto:amber.gorham@la.gov).

Sincerely,

s/Shannon S. Templett  
Director