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HUMAN RESOURCES

***State Civil Service Employee Examination Policy***

POLICY Number: B-004

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**22 January 2013**

1. **AUTHORITY:** Director of State Civil Service (SCS) as contained in La. R.S. 36:54.
2. **PURPOSE:** To establish procedures for SCS employees to apply to take Civil Service Examinations and to determine which SCS employees are restricted from taking such examinations.
3. **APPLICABILITY:** This policy shall apply to all employees of SCS.
4. **POLICY:** It shall be the Director's policy that any SCS employee who has occupied any of the following positions within the past two years may not take a Civil Service test:
  - Staffing Division Administrator and Staffing Assistant Division Administrators
  - Any Test Monitor
  - Persons who type written examinations
  - Persons who grade written examinations
  - Persons who supervise or develop written examinations
  - All employees in the Staffing Division.
5. **PROCEDURES:** An SCS employee wishing to test must apply for the test online through the LA Careers system. He or she must then print a copy of the application, and take it to the testing office when reporting to test. Prior to reporting to the Information Office for testing, the employees must get approval from the Staffing Division Administrator or Deputy Director.
6. **EXCEPTIONS:**

The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Shannon Templet  
Director

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