



**Byron P. Decoteau, Jr., Director**

Post Office Box 94111  
Baton Rouge, LA 70804-9111  
225.342.8274  
[scsinfo@la.gov](mailto:scsinfo@la.gov)  
[civilservice.la.gov](http://civilservice.la.gov)

## GENERAL CIRCULAR NUMBER 2023-072

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**DATE:** December 28, 2023

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

**SUBJECT:** Approved Amendments to Civil Service Rule 22.8

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At its General Business meeting held on December 6, 2023, the State Civil Service Commission amended Civil Service Rule 22.8, effective January 1, 2024.

Due to the removal of the Professional Level Exam, effective January 1, 2024, there will no longer be a need for this testing exemption contained in Rule 22.8(c).

The amended rule reads as follows:

### [Chapter 22: Requirements for Filling Job Vacancies](#)

#### **22.8 Exemptions from Testing Requirements**

- (a) Louisiana Rehabilitation Services Program. An appointing authority may fill a vacancy by probational appointment, job appointment, or promotion of an individual deemed eligible for services by the Louisiana Rehabilitation Services Program without the appointee's attainment of any test scores normally required, provided the appointee meets the Minimum Qualifications of the job, and that the appointing authority has documented the individual has been determined by the Louisiana Rehabilitation Services Program as disabled to such an extent as to prohibit participation in the required test.
- (b) Out-of-State Vacancies. The Director may exempt from testing requirements applicants for out-of-state vacancies filled by probational appointment, job appointment, or promotion.
- (c) Repealed effective January 1, 2024.
- (d) Veterans. An appointing authority may fill a vacancy by probational appointment or job appointment of a veteran of the armed forces who has been honorably discharged from

active duty within the previous twelve months without the appointee's attainment of any Civil Service test scores normally required, provided the appointee meets the Minimum Qualifications of the job. The veteran must have been honorably discharged and have served at least 90 days of active service for purposes other than training. An appointing authority may make an offer to an active member of the armed forces, but the effective date of the appointment cannot be prior to the discharge date.

- (e) POST Certification. An applicant who meets the Minimum Qualifications and has a Peace Officer Standards and Training (POST) certification from a Louisiana accredited training academy may be appointed by probational appointment or job appointment to a job which requires the Protective Services Exam without a test score. The applicant's POST certification shall not be under suspension or pending a revocation hearing.

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Should you have any questions about the rule, please contact your agency's Human Resources Office or [Elizabeth Montalbano](#), State Civil Service HR Program Support Division Administrator.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director