



Louisiana  
**SCS**  
State Civil Service

## JOB AIDS AND RESOURCES

### Fair Chance for Workers

*Revised 7/01/17*

The following two questions must be added by agencies as Supplemental Questions to the vacancy announcement for all job titles with a legal restriction stated as a Necessary Special Requirement (NSR) or Note on the job specification of the job title of the vacancy:

- 1. Have you ever been on probation or sentenced to jail/prison as a result of a felony conviction or guilty plea to a felony charge?**
- 2. If "YES", give the law enforcement authority (city, police, sheriff, FBI, etc.) the offense, place, and disposition of case.**

A list of these applicable jobs is listed in the chart below for your convenience.

During the normal review of draft postings, Staffing Division consultants will verify that these needed supplemental questions are in place for jobs on this list, prior to the posting being activated. These questions are needed to screen applicants prior to placement on the eligible list.

Agencies may add these supplemental questions for other jobs that do not have a legal restriction reflected on the job specification but applicable to a particular position or agency setting. However, Civil Service will require documentation justifying why these questions are being added. Such documentation is required to be in the Notes section of the exam plan or in the Comments section of the requisition. In such instances, during the normal review of draft postings, Staffing Division consultants will verify the presence of this required documentation before the posting is activated.

**JOB TITLES USING FELONY CONVICTION QUESTIONS (Rev. 7/01/17)**

| Job Code | Job Title  | NSR/NOTE  |
|----------|--|---|
| 131650   | AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 1             | NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.  |
| 131660   | AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 2             |   |
| 131670   | AGRICULTURE/FORESTRY ENFORCEMENT SUPERVISOR            |   |
| 148320   | AGRICULTURE SPECIALIST REGIONAL ENFORCEMENT SUPERVISOR |   |
| 132520   | AGRICULTURE/FORESTRY ENFORCEMENT MANAGER 1             |   |
| 131640   | AGRICULTURE/FORESTRY ENFORCEMENT MANAGER 2             |   |
| 168850   | AGRICULTURE/FORESTRY ENFORCEMENT PROGRAM DIRECTOR      |   |
| 130720   | ATC AGENT 1  | NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws are granted. |
| 130730   | ATC AGENT 2  |   |
| 130750   | ATC AGENT 3  |   |
| 130700   | ATC AGENT 4  |   |
| 130760   | ATC AGENT 5  |   |
| 130740   | ATC AGENT 6  |   |
| 169990   | ATC DEPUTY COMMISSIONER                                |   |
| 171690   | ATC ENFORCEMENT ANALYST 1                              |   |
| 171700   | ATC ENFORCEMENT ANALYST 2                              |   |
| 171090   | ATC FINANCIAL INVESTIGATOR 1                           |   |
| 171100   | ATC FINANCIAL INVESTIGATOR 2                           |   |
| 171340   | ATC SPECIALIST   |   |
| 165720   | CHILD WELFARE SERVICES ASSISTANT                       | The incumbent of this position must not have been convicted or pled nolo contendere to a crime listed in R.S. 15.587.1 (c).   |
| 166790   | CHILD WELFARE CONSULTANT                               |   |
| 166850   | CHILD WELFARE DIRECTOR                                 |   |
| 166800   | CHILD WELFARE MANAGER 1                                |   |
| 171210   | CHILD WELFARE MANAGER 2                                |   |
| 166740   | CHILD WELFARE SPECIALIST 1                             |   |
| 166750   | CHILD WELFARE SPECIALIST 2                             |   |
| 166760   | CHILD WELFARE SPECIALIST 3                             |   |
| 166730   | CHILD WELFARE SPECIALIST TRAINEE                       |   |
| 166770   | CHILD WELFARE SUPERVISOR                               |   |
| 166830   | CHILD WELFARE SUPPORT SPECIALIST                       |   |

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| 171290 | COMMUNICATIONS OFFICER 1               | An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.  |
| 171300 | COMMUNICATIONS OFFICER 2               |  |
| 161060 | COMMUNICATIONS OFFICER 3               |  |
| 171310 | COMMUNICATIONS OFFICER SUPERVISOR      |  |
| 144140 | CORRECTIONS CADET                      | NSR: An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by State and Federal laws is granted.<br><br>In accordance with the Prison Rape Elimination Act (PREA) (Part 115:17) of Title 28 of the Code of Federal Regulations an applicant who has been found to have engaged in any form of sexual abuse; engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable or refused will be disqualified. |
| 144330 | CORRECTIONS SERGEANT                   |  |
| 161340 | CORRECTIONS SERGEANT--MASTER           |  |
| 144260 | CORRECTIONS LIEUTENANT                 |  |
| 144150 | CORRECTIONS CAPTAIN                    |  |
| 144280 | CORRECTIONS MAJOR                      |  |
| 144270 | CORRECTIONS LIEUTENANT COLONEL         |  |
| 144190 | CORRECTIONS COLONEL                    |  |
| 145170 | CORRECTIONS ASSISTANT WARDEN 1         |  |
| 145180 | CORRECTIONS ASSISTANT WARDEN 2         |  |
| 156620 | CORRECTIONS ASSISTANT WARDEN 3         |  |
| 161450 | CORRECTIONS ASSISTANT WARDEN 4         |  |
| 161710 | CORRECTION DEPUTY WARDEN 2             |  |
| 161720 | CORRECTION DEPUTY WARDEN 3             |  |
| 161620 | CORRECTION DEPUTY WARDEN 4             |  |
| 161630 | CORRECTION DEPUTY WARDEN 5             |  |
| 161670 | CORRECTION WARDEN 2                    |  |
| 161680 | CORRECTION WARDEN 3                    |  |
| 161610 | CORRECTION WARDEN 4                    |  |
| 161690 | CORRECTION WARDEN 5                    |  |
| 131230 | CORRECTIONS GUARD TRAINEE--THERAPEUTIC | NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.   |
| 131240 | CORRECTIONS GUARD--THERAPEUTIC         |  |
| 162940 | CORRECTIONS GUARD MASTER-- THERAPEUTIC |  |
| 131520 | CORRECTIONS LIEUTENANT--THERAPEUTIC    |  |
| 131210 | CORRECTIONS CAPTAIN--THERAPEUTIC       |  |
| 131530 | CORRECTIONS MAJOR--THERAPEUTIC         |  |
| 131510 | CORRECTIONS CHIEF--THERAPEUTIC         |  |
| 166960 | CRIMINAL INVESTIGATOR 1                | NSR: An applicant will be disqualified if he or she has been convicted of a felony or if there are any indictments or bills of information pending against him or her in which felony charges are included; or if he or she has been convicted within the past three years of hit and run or driving while intoxicated.  |
| 133130 | CRIMINAL INVESTIGATOR 2                |  |
| 172380 | CRIMINAL INVESTIGATOR 3                |  |
| 172390 | CRIMINAL INVESTIGATOR 4                |  |
| 169950 | ELECTIONS COMPLIANCE OFFICER 1         | NSR:<br>An applicant will be disqualified if he or she has   |

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| 169960 | ELECTIONS COMPLIANCE OFFICER 2                  | been convicted of a felony or if there are any indictments or bills of information pending against him or her in which felony charges are included; or if he or she has been convicted within the past three years of hit and run or driving while intoxicated. |
| 169970 | ELECTIONS COMPLIANCE OFFICER 3                  |   |
| 169980 | ELECTIONS COMPLIANCE OFFICER 4                  |   |
| 131930 | GUARD   | NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.  |
| 131950 | GUARD SUPERVISOR                                |   |
| 133970 | INVESTIGATIVE SPECIALIST 1                      | NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws are granted.   |
| 133980 | INVESTIGATIVE SPECIALIST 2                      |   |
| 171450 | INVESTIGATIVE SPECIALIST 3                      |   |
| 161770 | INVESTIGATIVE SPECIALIST SUPERVISOR             |   |
| 171460 | INVESTIGATIVE SPECIALIST MANAGER                |   |
| 169120 | JUVENILE JUSTICE SPECIALIST 1                   | NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from disabilities imposed by state and federal laws is granted.  |
| 169130 | JUVENILE JUSTICE SPECIALIST 2                   |   |
| 169140 | JUVENILE JUSTICE SPECIALIST 3                   |   |
| 169150 | JUVENILE JUSTICE SPECIALIST 4                   |   |
| 172310 | JUVENILE JUSTICE SPECIALIST 5                   |   |
| 172320 | JUVENILE JUSTICE SPECIALIST 6                   |   |
| 115840 | PARK RANGER 1                                   | NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by State and Federal laws is granted.  |
| 115850 | PARK RANGER 2                                   |   |
| 115830 | PARK RANGER SPECIALIST                          |   |
| 169580 | POLICE CAPTAIN--A                               | NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.  |
| 169600 | POLICE CHIEF--A                                 |   |
| 133930 | POLICE INVESTIGATOR                             |   |
| 169620 | POLICE LIEUTENANT--A                            |   |
| 169640 | POLICE MAJOR--A                                 |   |
| 169660 | POLICE OFFICER 1--A                             |   |
| 169680 | POLICE OFFICER 2--A                             |   |
| 169690 | POLICE OFFICER 3                                |   |
| 169700 | POLICE OFFICER 3--A                             |   |
| 169720 | POLICE SERGEANT--A                              |   |
| 156800 | PROBATION AND PAROLE ASSISTANT DIRECTOR / ADULT | NSR: An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the  |
| 127390 | PROBATION AND PAROLE DEPUTY DIRECTOR--ADULT     |   |

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| 127400 | PROBATION AND PAROLE DIRECTOR--ADULT                      | disabilities imposed by state and federal laws is granted.  |
| 144420 | PROBATION AND PAROLE DISTRICT MANAGER 1--JUVENILE         |   |
| 144610 | PROBATION AND PAROLE DISTRICT MANAGER 2--JUVENILE         |   |
| 144620 | PROBATION AND PAROLE DISTRICT MANAGER 3--JUVENILE         |   |
| 127410 | PROBATION AND PAROLE DISTRICT MANAGER A--ADULT            |   |
| 127490 | PROBATION AND PAROLE DISTRICT MANAGER B--ADULT            |   |
| 127450 | PROBATION AND PAROLE OFFICER 1--ADULT                     |   |
| 146060 | PROBATION AND PAROLE OFFICER 1--JUVENILE                  |   |
| 127370 | PROBATION AND PAROLE OFFICER 2--ADULT                     |   |
| 146070 | PROBATION AND PAROLE OFFICER 2--JUVENILE                  |   |
| 127430 | PROBATION AND PAROLE OFFICER 3--ADULT                     |   |
| 144590 | PROBATION AND PAROLE OFFICER 3--JUVENILE                  |   |
| 121730 | PROBATION AND PAROLE PROGRAM ASSISTANT DIRECTOR--JUVENILE |   |
| 121740 | PROBATION AND PAROLE PROGRAM DIRECTOR--JUVENILE           |   |
| 143890 | PROBATION AND PAROLE PROGRAM MANAGER 2--JUVENILE          |   |
| 127440 | PROBATION AND PAROLE PROGRAM MANAGER--ADULT               |   |
| 144660 | PROBATION AND PAROLE PROGRAM SPECIALIST--JUVENILE         |   |
| 127420 | PROBATION AND PAROLE REGIONAL ADMINISTRATOR--ADULT        |   |
| 171150 | PROBATION AND PAROLE SPECIALIST - ADULT                   |   |
| 127500 | PROBATION AND PAROLE SUPERVISOR--ADULT                    |   |
| 146080 | PROBATION AND PAROLE SUPERVISOR--JUVENILE                 |   |
| 138640 | STATE POLICE EXPLOSIVES SPECIALIST                        | NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.  |
| 138650 | STATE POLICE EXPLOSIVES SUPERVISOR                        |   |
| 133820 | WILDLIFE ENFORCEMENT AGENT                                | NSR: An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by the State and Federal laws is granted. |
| 133630 | WILDLIFE ENFORCEMENT CADET                                |   |
| 133730 | WILDLIFE ENFORCEMENT CAPTAIN                              |   |
| 133680 | WILDLIFE ENFORCEMENT COLONEL                              |   |
| 133650 | WILDLIFE ENFORCEMENT LIEUTENANT                           |   |
| 133700 | WILDLIFE ENFORCEMENT LIEUTENANT COLONEL                   |   |
| 133750 | WILDLIFE ENFORCEMENT MAJOR                                |   |

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| 157170 | WILDLIFE ENFORCEMENT SENIOR AGENT   |   |
| 133690 | WILDLIFE ENFORCEMENT SERGEANT       |   |
| 153630 | WILDLIFE ENFORCEMENT AIRCRAFT PILOT | NSR:An applicant who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by the State and Federal laws is granted.   |
| 169090 | YOUTH FACILITY ASSISTANT DIRECTOR   | Note:An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony or who is under indictment on a felony charge may be disqualified until relief from the disabilities imposed by State and Federal laws is granted. |
| 169100 | YOUTH FACILITY DEPUTY DIRECTOR      |   |
| 169110 | YOUTH FACILITY DIRECTOR             |   |