



VACANCY ANNOUNCEMENT

- For a specific job vacancy posting that has a closing date, the “Eligible List” resulting after candidates have passed all Evaluation Steps will be the “certificate.”
- This Eligible List will be given a promulgation date (the closing date of the announcement) and an expiration date (3 months after the promulgation date) which is consistent with our policy that the offer must be made within 90 days of the closing date of the announcement.
- All online applications will need to be moved through the evaluation steps to the “Eligible List” before referring candidates to the hiring manager.
- The eligible list may be established the day after the announcement closes.
- For a continuous job vacancy posting, please refer to the HR Handbook – [Procedure: Continuous Posting Guidelines](#).

ELIGIBLE LISTS FOR POSTINGS ANNOUNCED IN CAREER PROGRESSION GROUPS

- For both specific and continuous job vacancy postings, when an agency has announced a job title in the Career Progression Group (CPG) and wishes to hire a candidate from the Eligible list at a higher level in the announced CPG, they shall contact the consultant to whom the posting is assigned and request that candidate(s) they wish to hire be evaluated for the higher levels in the announced CPG.
 - The consultant will evaluate the candidate’s application and what levels they qualify for in the CPG.
 - The consultant will notify the agency of the levels at which the candidate qualifies, as well as indicating the request and level they are qualified for on the Eligible List in the Comments section near the candidate’s name.

TESTING EXEMPTIONS

State Civil Service will only screen applicants for the following testing exemptions for inclusion on the Eligible List:

- Individuals deemed eligible for services by the Louisiana Rehabilitation Services Program. (Rule 22.8(a))
- Veterans of the armed forces who have been honorably discharged from active duty within the previous 12 months. (Rule 22.8(d))

- For promotion, permanent classified employees currently occupying a job in the test series will not be required to test to promote to another job using the same test. (HR Handbook – [Procedure: Additional Testing Exemptions](#))
- Permanent classified employees who previously occupied a job in the test series will not be required to test when appointed to another job using the same test. (HR Handbook – [Procedure: Additional Testing Exemptions](#))
- For jobs that require the Protective Services Exam (PSE), applicants that have a Peace Officer Standards and Training (POST) certification from a Louisiana accredited training academy. (Rule 22.8(e))

All other test exemptions are not required to be posted nor are certificates required. Agencies that wish to hire someone who qualifies for other exemptions may do so without posting the vacancy. Other exemptions include:

- Out-of-state vacancies (22.8(b))
- Applicants appointed with a grade-point average (GPA) of 3.5 or higher for the baccalaureate or graduate degree from an accredited university (Rule 22.8(c))
- Applicant eligible for noncompetitive reemployment, unless the applicants held a non-professional level job and is being reemployed into a professional level job (Rule 23.13)
- An employee with permanent status who would be eligible for noncompetitive reemployment to a job if they were to resign, unless the applicant's eligibility is based upon a non-professional level job and he/she is being promoted into a professional level job (HR Handbook – [Procedure: Additional Testing Exemptions](#))
- Demotion of a permanent classified employee, unless the employee is in a non-professional level job and is being demoted into a professional level job (HR Handbook – [Procedure: Additional Testing Exemptions](#))
- WAE appointments (HR Handbook – [Procedure: Additional Testing Exemptions](#))

These applicants, if they apply to an announcement, will remain at the test step with a disposition of "Failed-Applicant does not have a test score." Agencies who wish to consider applicants with one of these testing exemptions may filter at the test step. Agency HR must ensure that any selected candidate meets the minimum qualification requirements and may ask for review of a prospective hire by a consultant if assistance is needed.