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HR Handbook Update No. 2021-0008

DATE: December 14, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapters 5, 22, and 23

REASON FOR UPDATE: To update procedures relative to compensating Classified WAEs and Creating Eligible Lists, as well as to update job aids relative to Levels of Work and Types of Supervision.

EFFECTIVE DATE: December 13, 2021

This notice is to inform agencies of the following updates:

Chapter 5

- **Job Aids and Resources:** [Levels of Work and Types of Supervision](#)
 - Edits were made to this job aid to rebrand the current “Dual Career Ladder” level of work as an “Expert” level of work. All DCL jobs will be assigned to this level of work. No changes to DCL policies will be required. Other minor edits were made to the job aid in order to update terminology to be more consistent with current practices.

Chapter 22

- **Procedure:** [Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment, and Testing Exemptions](#)
 - Edits were made to this procedure to provide clarification on the process for adding applicants indicated as eligible for services by Louisiana Rehabilitation Services (LRS) to the eligible list.

Chapter 23

- **Procedure:** [Classified WAE Appointments Policy Standards](#)
 - Policy standards were edited to reflect the ability to compensate Classified WAEs upon implementation of a Special Entrance Rate (SER) or job assessment.

NOTE: The effective date of this policy standard is effective 11/9/2021 to coincide with the HR Community Meeting presentation on SERs and Classified WAEs.

- **Job Aids and Resources: FAQs – Paying the Classified WAE**
 - This job aid has been removed from the HR Handbook and all information has been consolidated into the [Procedure: Classified WAE Policy Standards](#).

- **Procedures: Vacancy Announcement, Continuous Recruitment, and Testing Exemptions**
 - This procedure will be removed from Chapter 23, as all of the information is a duplicate of information contained in Chapter 22 Procedure: [Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment, and Testing Exemptions](#).

Please contact your Agency Relationship Manager if you have any questions.

Sincerely,

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