

Louisiana

SCS

State Civil Service

HR Curriculum
Staffing Considerations

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Introduction to Delegation and Merit System Principles

ARTICLE X

Why is Article X important?

Article X of the Constitution establishes the Department of Civil Service and is the legal basis of our authority over employment in the classified service. § 10 vests the Civil Service Commission “with broad and general rulemaking and subpoena powers for administration and regulation of the classified service, including the power to adopt rules for regulating employment, promotion, demotion, suspension, reduction in pay, removal, certification, qualifications, political activities, employment conditions, compensation and disbursements to employees, and other personnel matters and transactions.”

Article X outlines the purpose of the Department of Civil Service, e.g. administration and regulation as well as the areas of the classified state service that are to be covered by such powers. Chapters 22 and 23 of the Civil Service Rules (to be discussed later) are created under the Commission’s power to adopt rules for regulating “employment, promotion, demotion, certification, qualifications and other personnel matters and transactions.” The authority behind Chapters 22 and 23 lies in Article X.

The Staffing Division, as part of the Department of Civil Service, has as its main functions the recruitment, selection and provision of candidates for State employment. General recruitment and the administration of written exams are handled by the Testing Offices while selection procedures are handled by the Assessment Services Units, which also assist agencies in the announcement of positions for specific recruitment. The Staffing Division also:

- ✓ Set and interpret minimum qualification requirements
- ✓ Conduct research to validate written exams
- ✓ Oversee scoring of written test papers, and answers inquiries about written exams
- ✓ Present training for other HR professionals
- ✓ Create and maintains candidates' records
 - candidates' personal data
 - performance on written exams
- ✓ Create and maintains preferred re-employment information resulting from layoffs or layoff avoidance actions
- ✓ Arrange and keeps records on testing accommodations

All of these functions are done under the requirements of Article X, which gives the agency (and therefore its divisions) their creation and purpose.

What are the Staffing Requirements?

Article X specifically requires that:

1. Permanent appointments and promotions in the classified service shall be made only after certification by the Department of Civil Service under a general system based upon **merit, efficiency, fitness, and length of service** as **ascertained by examination** which, so far as practical shall be **competitive**. §7
2. The objectives and purposes of a merit system shall be accomplished. §10 (A) (1)
3. No classified employee shall be discriminated against because of political or religious beliefs, sex, or race. §8(B)
4. For original (i.e., probational or job) appointments, five or ten Veterans Preference Points shall be awarded in accordance with criteria stipulated in Article X. §10 (A) (2)

What are merit system principles?

Section 10 of Article X requires that the objectives and purposes of a merit system shall be accomplished. Merit system principles include:

1. Recruitment from appropriate sources of qualified individuals in an endeavor to achieve a diverse workforce representing all segments of society.
2. Selection and advancement on the basis of relative ability, knowledge and skills after fair and open competition.
3. Employees and applicants should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition and with proper regard for their privacy and constitutional rights.

23.1 Appointments

Appointments shall be made under a general system based on merit, efficiency, fitness and length of service as ascertained by examination which, so far as practical, shall be competitive.

This rule is derived from Article X requirements.

Competition

Article X requires that examinations to determine merit, efficiency, fitness and length of service shall be competitive "so far as practical."

Why Open Competition?

- ❖ Increases applicant pool for job openings
- ❖ Increases opportunity to hire or promote *best* qualified candidate

Competition should not be confused with open access, because they are not the same. Simply making a vacancy accessible to larger numbers of applicants or recruiting from a broader applicant pool does not make the hiring competitive. Competitive examination for employment purposes means hiring on the basis of the results of the "examination" whether via numerical scores or non-numerical ranked evaluations of the applicants' performance. It is similar to a sports competition. Entrants in a race compete by running, and their performance is measured by how fast they run or their sequence of crossing the finishing line. Any awards are distributed based on the measured outcome. If you did not require awards to be given out according to the order in which entrants crossed the finish line, nobody would consider the race competitive no matter how many entrants you had or how many more entrants you recruit next time.

Evolution of Staffing

Section 7 of Article X requires that appointments and promotions be made only after certification by the Department of Civil Service. Article X does not specifically define the term "certification." In practice, it originally meant that Civil Service issued a document to an agency (a Certificate of Eligibles) for all competitive vacancies. This document contained names of persons who had been screened by Civil Service for MQ's and listed them in rank order by test or other selection procedure score. The document was the agency's legal authority to hire. Provision was made for certain types of noncompetitive appointments (C. S. Rule 7.20 and noncompetitive promotions) and emergency or restricted appointments (now Classified WAE appointments) that did not require a certificate.

Initially, selection from a Certificate of Eligibles was on the basis of the Rule of Three. This rule required agencies to hire from the top three candidates on a certificate. This was later expanded to the Rule of Five Grade Groups, which allowed agencies to select candidates for hire from the top five available grade groupings on a certificate. As before, the certificate was always the agencies' authority to hire.

Over time, Civil Service established the certifiable score rule, whereby persons who achieved a certain minimal score could be hired without the formal certificate document. The rule was also the agency's authority to hire.

Later, Direct Hire agreements with agencies as well as QUEST (Quality Express Staffing) were implemented, whereby agencies posted their own vacancies and created their own certificates

of candidates who possessed test scores as well as met the minimum qualifications. The previously mentioned certifiable score rule was their authority to hire.

Then, agencies had full delegated authority which consisted of Civil Service establishing staffing rules, procedures, and standards as well as assisting agencies in the correct performance of their delegated authority. This involved training, auditing transactions and maintaining the LA Careers system for agencies to post the majority of classified vacancies to ensure that merit system principles are met.

Today, Civil Service has recentralized some of the processes where agencies still maintain most of their delegated authority with the exception that Civil Service is reviewing applications for the posted vacancies.

Agencies now have a great deal more responsibility for making merit hiring happen. By removing such restrictions as the Rule of Five Grade groups and certifiable scores, we have increased the agency's autonomy to determine how these Article X requirements are met by delegating greater authority to create methods of selecting applicants. These methods, however, must still meet the requirements of Article X and Rule 23.1. *It is the responsibility of agency HR to make sure this happens.*

DSCS Exams

Section 7 of Article X requires that appointments and promotions be based on a general system of merit, efficiency, fitness and length of service "***as ascertained by examination.***" An examination does not necessarily mean a written test. E&T's and even MQ's are types of examinations. So are structured interviews. In fact, any formal assessment of an applicant's capacity to do a job can be considered an examination.

Examples of examinations include:

- Minimum qualification requirements of education and experience
- Written tests
- Video tests
- Oral exams or scored structured oral interviews
- Experience and Training ratings (E&T's)
- In-basket exercises
- PES

Selection Procedure

Best Practices

- A properly constructed selection procedure should:
 - Be based on job analysis.
 - Concentrate on evaluating the most important tasks or job requirements that are needed upon hire that differentiate superior workers from adequate workers.
 - Be supported by reviewable documentation.
 - Give all applicants an equal opportunity to demonstrate possession of the job requirements.
 - Use a structured and well defined ranking procedure.
 - Be reliable and valid.

Agency Uses

- Using preferred scores
 - The last forty years of personnel research has established that the relationship between test scores and job performance is linear.
 - The probability of making a good hire increases the higher in the range that you select from. Hiring at minimal passing scores reduces the probability of making a good hire by as much as 70%.
- Using preferred qualifications
 - This allows agencies to narrow their criteria by being more specific in the qualification requirement.
- Giving applicants realistic job previews
 - This gives candidates a "day-in-the-life" preview of the job in order to determine if they are interested in performing the job. It helps candidates to self-screen.
- Administering structured oral interviews
 - Research behind all evaluations of experience and training states that the best way to predict future performance on the job is to look at past performance. Ask questions such as, "Tell me about a time when..."

CHAPTER 22

REQUIREMENTS FOR FILLING JOB VACANCIES

Rule 22.1 METHODS OF FILLING VACANCIES

This rule lists the types of appointments that may be used to fill vacancies. These vacancy types include: probational appointment, job appointment, classified WAE appointment, promotion, demotion, reassignment, position change, transfer, non-competitive reemployment of a former employee, appointment from a Department Preferred Reemployment list, temporary inter-departmental assignment, or detail to special duty.

Each appointment type is further described in Chapter 23.

Rule 22.2 FILLING VACANCIES PRIOR TO THE ELECTION FOR A STATEWIDE ELECTED OFFICE

No job at or above MS-520, AS-620, SS-419, PS-115, WS-218, or TS-315 may be filled between the date of any election for a statewide elected office and the date the elected official takes office without prior approval from the Director.

Rule 22.3(a) PUBLIC ANNOUNCEMENTS OF JOB VACANCIES

All vacancies in the classified service filled by probational appointment, job appointment or promotion must be posted in the LA Careers system except those specifically listed below per **Rule 22.3(b)** or in the job appointment conversion policy (Appendix II).

Jobs can be posted either for a continuous recruitment or for a specific vacancy. The vacancy must be posted for a minimum of 5 calendar days. Applications may be submitted either in online or paper format and agencies must accept both methods of applying.

Colleges and universities that have established a memorandum of understanding with the Department of Civil Service to post within their own approved online applicant posting and tracking system are exempted from posting in the LA Careers system.

Rule 22.3(b) Vacancies that may be filled **without** posting are the circumstances listed below:

1. Appointment from a Department Preferred Reemployment list.
2. Classified WAE appointment.
3. Noncompetitive appointment of a client of a State Vocational Rehabilitation Services Program or a State Blind Services Program under provisions of **Rule 22.8 (a)**.
4. Noncompetitive reemployment of a former employee based on prior state service under provisions of **Rule 23.13 (a)**.
5. Detail to special duty.

6. Demotion of a permanent classified employee.
7. Reassignment, position change or lateral transfer of a permanent classified employee.
8. Out-of-state vacancies filled in accordance with **Rule 22.8 (b)**.
9. Temporary Inter-Departmental Assignment.
10. When non-classified employees are declared to be in the State Classified Service or are acquired by a State Agency in accordance with **Rule 24.2**.
11. Noncompetitive promotion of a permanent classified employee to a position to which he/she would have noncompetitive reemployment eligibility under **Rule 23.13** if he/she were to resign.
12. Appointment to Nurse Technician for applicants hired as a Registered Nurse 1 or a Registered Nurse 1-Student Health that are required to re-take the State Board of Nursing examination.
13. Probational or job appointment of an applicant who has attained a 3.5 GPA or higher for a baccalaureate degree and meets all other requirements of Rule 22.8(c) for exemption from testing.

In addition, by Civil Service policy, job appointment to probational appointment conversions do not have to be re-announced assuming the procedures for job appointment conversions was followed (see Appendix II).

Rule 22.3 (c)

When filling vacancies by promotion, appointing authorities may limit application to permanent classified employees of a promotional zone approved by the Director. The list of approved promotional zones can be found on the Civil Service website. Currently, each individual personnel area is a promotional zone. A promotional opportunity can be limited to employees in that one personnel area or, if the agency has multiple personnel areas, expanded to the agency as a whole to include all personnel areas in that agency. The promotional zone can also be all classified state employees with permanent status.

Rule 22.4 REJECTING APPLICANTS FOR EMPLOYMENT

This rule lists reasons an applicant can be rejected. Applicants are required to be notified that have been rejected for a job either by e-mail or mailed notices.

Reject notifications for all applicants that do not meet the minimum qualification requirements should be sent at the time the application is processed. In all cases, these notices must be sent prior to finalizing the Eligible List and referring candidates to the hiring manager.

When an applicant is notified that he/she does not meet the Minimum Qualifications for the job, the applicant has a right for a review by the Civil Service Director per **Rule 22.5(d)**. The request must be in writing and be postmarked or received no later than 30 days from the date the applicant was notified he/she did not qualify. The decision will be reviewed and the applicant notified in writing.

To further clarify this rule:

- Applicants must be notified that they do not qualify based on the requirements established on the job specification. Reject notifications for all applicants that do not meet the minimum qualification requirements should be sent at the time the application is processed. In all cases, these notices must be sent prior to finalizing the Eligible List and referring candidates to the hiring manager. The reject notice need only state the applicant does not qualify and does not need to give specific details as to what experience/education the applicant lacks.
- It is not required that an applicant be notified who does not meet the promotional zone requirement.
- It is not required that an applicant be notified who does not have a test score.
- Notices sent at steps other than MQ review will not be audited by DSCS.

Rule 22.5 MINIMUM QUALIFICATIONS; FLEXIBLE QUALIFICATIONS

The Director establishes Minimum Qualifications and Flexible Qualifications. Appointees must meet the Minimum Qualifications for jobs unless exempted under the provisions of **Rule 22.5(e)**, **Rule 23.12**, **Rule 23.13(a)** or **Rule 5.8**.

Flexible Qualifications must also be met unless the Appointing Authority has rational business reasons and these are properly documented. HR must input the explanation in the "comments" section on the Online Hiring Center (OHC)-Hire page in the LA Careers system documenting hiring someone who does not meet the flexible qualification.

Rule 22.5(e) Whenever previously established Minimum Qualifications are changed and an incumbent does not meet the new requirements, he/she shall be allowed to remain in the position provided there are no legal barriers. Legal barriers consist of certain licensure requirements, such as a license to practice law, certification requirements such as POST for some law enforcement jobs or a Certificate as a Graduate Social Worker for some social worker jobs.

In order to qualify for higher level jobs in the normal career path of the job occupied, the incumbent must acquire the difference between the minimum qualifications of that job and the higher level job, as of the effective date of the change, provided there are no legal barriers.

MINIMUM QUALIFICATION - DEVELOPMENT AND EVALUATION

REQUESTS FOR MINIMUM QUALIFICATION CHANGE

- Must be submitted in writing to the Chief of the Staffing Division
- May be proposed as part of job studies submitted to the Compensation Division. Such job studies:
 - Involve request for pay level changes
 - Involve comprehensive changes to job specifications
 - Involve changes in Minimum Qualifications
 - Often involve creation of new job titles
- Civil Service sets Minimum Qualifications for jobs after obtaining input from user agencies
- Regardless of whether proposed MQ changes are submitted as part of a job study or directly to the Staffing Division, the hiring agency should submit with their request accompanying documentation which answers the following questions:
 - What problem is the proposed change in MQ's expected to solve? How does it solve it?
 - What percentage of current incumbents will meet the proposed new MQ? Individuals who will not meet it need to be counted and identified so it can be determined what to do with them if the new MQ is implemented.
 - From where do you expect to draw applicants for this job? Within the agency? Inside state service? Outside state service?
 - Will the applicants you want to reach qualify under the proposed MQ's?
 - What are the classified jobs, if any, from which you wish to consider applicants for this job? Will they qualify under the proposed MQ?
 - Are desired career paths for employees preserved under the proposed MQ's?
 - Is there an impact on other similar job classes or changes that will have to be made to qualifications in other job classes as a result of the proposed change?
 - How many vacancies have you filled in this job in the past year? Were there any specific problems with the applicant pool (not enough applicants' available, poor quality applicants, inability to reach the good quality applicants, etc.)?

- Have there been specific problems with the quality of applicants? What are they lacking?
- If a particular certification (e.g., by some nationally recognized organization) or a specific educational credential is requested on the basis that it is required by law, documentation of this must be submitted with the request. In cases where the requirement is not one of law, information on the availability of the certification or credential (e.g., where it can be obtained, the percentage of applicants likely to have it) as well as testing or other requirements for obtaining the certification or credential should be submitted.

FINDING MINIMUM QUALIFICATIONS

The minimum qualifications for a job can be found in LA Careers under the Class Spec tab or under "My Links". The minimum qualifications for a job can also be found on the Civil Service web site.

My Links

When using La Careers, click "My Links" from your 'My HR' dashboard. On the My Links page, choose "One Stop Job Information and Test Finder". You may search by Occupational Group, Job Title, Pay Schedule or Test Name and Series Number. Once you have located the job title, to access the minimum qualifications for a specific job, click on the name of the title.

Civil Service Web Site- www.civilservice.louisiana.gov

When using the Civil Service web site, you may locate the "One Stop Job Information and Test Finder" under the HR professional tab under the Frequently Used Resources. To access a job specification, click on Option 2, View Jobs by Job Title. Once you have located the job title, to view the minimum qualifications for a specific job, click on the title of the job.

ONLINE INTRODUCTION TO MINIMUM QUALIFICATIONS COURSE

This class is designed to provide employees who are **new** to human resources with basic information needed when interpreting minimum qualifications, in an online e-learning format. Topics include the following: definition of "professional level" experience; prorating experience; crediting vocational-technical training; crediting college; verifying transcripts. The course is available on the Civil Service website under the HR Professionals tab. Contact your staffing representative for more information on how to access the course.

EVALUATING WORK EXPERIENCE

The Minimum Qualification Toolkit is a searchable catalog of qualification determinations made by the Staffing Division. These qualification determinations, or "Qualifying Notes", cover detailed decisions within Staffing on varying types of qualifying experience, education and training relating to certain classified job titles. The Minimum Qualification Toolkit organizes these notes so that human resources personnel will be able to use them in making decisions in qualifying applicants. The database is accessible via the HRInfo website through the Staffing Division link. As agencies use the database, a need may arise to add certain qualifying experience or education or make other changes. In order to maintain the integrity of the data, only the Department of Civil Service can currently make changes. Agencies wishing to change something may submit a request to Civil Service. The Toolkit also contains a spreadsheet with definitions of the experience fields found in minimum qualification requirements for state classified jobs. When used in conjunction with the Qualifying Notes, these resources will help agency HR staff in screening applicants for their posted vacancies.

- **Percentage of time spent performing duties:**

- The LA Careers online application does not provide a specific space for applicants to indicate percentage of time spent on different tasks or duties.
- Because the LA Careers application does not allow percentage of time to be indicated, Civil Service will no longer require an exact percentage of time on different tasks or duties as the standard to qualify.
- It is required that qualifying duties must be performed a **substantial** part of the time and that they are not incidental duties. The agency will determine in its judgment what constitutes substantial.
- For other jobs, duties must have been performed 100% of the time for an applicant to qualify.
- For jobs where we have used the 100% standard, the requirement will now be that qualifying duties be the **sole** duties performed. Jobs in these fields requiring duties to be the sole duties performed are law enforcement and human resources/personnel.

- **Crediting Full-time and Part-time Experience:**

- 32 hours or more worked per week is credited as full-time work experience
- Any work experience less than 32 hours per week must be pro-rated based on a 40 hour work week.

- **Crediting Duties Within the Job Specification**

- The employee is routinely credited with duties claimed and contained in the job specifications of the jobs he/she has occupied. In the absence of other information, he/she is assumed to have performed only these duties. However, if he/she is in a supervisory job and needs direct-line supervision to qualify for the job for which he/she is applying, he/she must also claim the number and titles of subordinates on his application in order to be credited.
- When duties are claimed that are not contained within the scope of the class specification, they must normally be substantiated by an official job description (position description) contemporary to the time the duties are claimed. The job description must be an official document filed as an update or reallocation appeal and signed by our Classification Division or approved delegated authority. The duties are credited from the date the updated job description is stamped "Received" by Civil Service. There is no retroactive credit given for time the duties may have been performed prior to receipt of the job description.
- **Crediting duties in the absence of a Job Description**
 - In the absence of an job description, other evidence will be considered. When evidence is contradictory, greater weight will generally be given to official documents over unofficial ones and to detailed and specific information over more general information. Although there is no definitive list of the types of evidence that may be accepted from an applicant to credit experience outside the job specification, the evidence must normally satisfy these criteria:
 - The document must be contemporary to the time duties are claimed. Testimonials written today claiming duties were performed in the past are not acceptable.
 - The dates that the duties were performed must be clear from the documents presented.
 - The document must clearly identify the applicant as the one who performed the duties and the percent of time spent on specific duties claimed.
- **Examples of documents accepted in lieu of a job description**
 - Performance appraisals written on the applicant contemporary to the time duties are claimed and describing the duties in sufficient detail for credit to be given.
 - Performance appraisals signed by the applicant as evidence of performing supervisory duties.
 - Work orders describing duties.

- Internal memoranda contemporary to the time duties are claimed which indicate assignment of duties.
- **Employment Dates**
 - When reviewing employment dates for applicants, please note that applicants are only able to enter the beginning and ending month and year of employment. We are no longer able to capture the “day”. When calculating dates in this manner, you will only credit either the first month or the last month in addition to the months in between.
- **Determining Professional Level:**
 - For jobs in State service, only those jobs with an EEO code of PR (professional) or OA (officials and administrators) are professional level. The EEO codes can be found in the View Pay Plan option available on the OPEN System or by searching for a job title using the Job Information and Test Finder available on the HR Info portion of the Civil Service website.
 - For jobs outside of State service, jobs with comparable duties to jobs in State service that are considered professional will also be considered professional.
- **Crediting Military Experience**
 - Experience gained in enlisted ranks of E-1 through E-4 is credited with non-professional level experience.
 - It is our policy to credit any experience gained in Non-Commissioned Officer (NCO) ranks, i.e., E-5, E-6, E-7, E-8, and E-9 enlisted grades as professional level experience.
 - All experience in Warrant Officer or Commissioned Officer grades is also considered professional level.
- **Qualifying education**

It has always been the policy of the Staffing Division to allow a master’s degree in a specialized field to substitute for a required baccalaureate degree in the same specialized field. Please refer to the following as stated in the MQ Toolkit qualifying notes:

 - When an MQR requires a specialized baccalaureate degree, and an applicant has a non-qualifying baccalaureate, but has a master's degree in the specialized field, allow the master's degree to substitute for the specialized baccalaureate degree.

Example: The MQR requires a baccalaureate degree in English; the applicant

has a bachelor's degree in mass communications, but has a master's degree in English. We would qualify the applicant on the basis of the master's degree.

INTERPRETING EDUCATIONAL REQUIREMENTS

• Accreditation of Schools

- The United States has no centralized authority exercising sole national control over educational institutions.
- Institutions of post-secondary education are permitted to operate with considerable independence and as a result, they vary considerably.
- Accreditation is generally considered the most reliable indicator of the quality of an institution.
- U. S. Department of Education recognizes approximately 70 accrediting bodies.
- In higher education, accreditation is granted by one of the six regional accrediting bodies authorized by the United States Department of Education.
- Accredited institutions of higher education normally do not accept outside coursework unless it is completed at an institution of higher education that is accredited by one of the regional accrediting bodies.
- Acceptable college degrees are those that are accredited by one of the following regional accrediting associations found on the [Regional Accrediting Associations Information Page](#). If a college or university is not listed, we will **not** recognize the degree/hours as qualifying.

• Accreditation of Social Work Education

For social worker positions, the required master's degree must be from an accredited school of social work.

- **The Council on Social Work Education** is a national association responsible for developing accreditation standards that define competent preparation and ensuring that social work programs meet them. We accept social work degrees only from colleges that are accredited by this association, either master or baccalaureate level as required by the Minimum Qualification requirements. Once you have accessed the site, click on "Membership," then "Database of Affiliated Programs," and complete the requisite information. You do not have to log in with a membership number to get this information.

• Evaluating Degrees From Foreign Universities

- Applicants must have their educational background evaluated.

- Applicants must receive a statement of educational equivalency from one of the evaluation services accepted by the Department of Civil Service. A list of the accepted evaluation services can be found on the **NACES website**.

- **Verification of College Transcripts**

- Transcripts must be maintained by the hiring agency when college training was used to qualify the applicant.
- When verifying college coursework OR college transcripts, you must look for:
 - An original official transcript with the school seal and the registrar's signature.
 - Official electronic transcript e-mailed by the university directly to the hiring agency's human resources office
 - A printed copy of the e-mail from the university to the hiring agency
 - A printed copy of the cover form included with the e-transcript
 - A printed copy of the e-transcript
 - The following statement written on the printed e-transcript: "This transcript was received by (receiver's name) directly from the university as an e-transcript and has not been altered in any form." This statement must be followed by the signature of the recipient of the e-mail.
 - Electronic transcripts printed or forwarded electronically by a student are not official transcripts.
 - Obvious signs of possible falsification such as:
 - different size or style of type or font
 - wrong social security number
 - university name misspelled
 - white out
 - hand written corrections
 - Overall GPA when applying under the provisions provided in **Rule 22.8 (c)** particularly when applicant has attended several schools.

- Difference between a “degree in” and a “degree with”: When a Minimum Qualification states a “degree in”, the official transcript must reflect that field as the major field of study; when a Minimum Qualification states a “degree with”, any major will be accepted as long as the applicant has the number of hours in the required fields.
 - Difference between “a degree plus” experience and “a degree followed by” experience: When the minimum requirement states, “a degree plus experience”, applicant obtains work experience and degree in no certain order. When the minimum requirement states, “a degree followed by experience”, applicant receives degree *then* obtains work experience.
 - **Documents which will NOT be accepted as verification of educational qualifications include grade notices, student records, diplomas, teaching certificates or any transcripts marked “UNOFFICIAL”.**
- **Claims that transcripts cannot be obtained**
 - Sometimes when transcripts are required to verify college, applicants will claim they are unable to obtain a transcript. When dealing with such claims, it is our policy to determine the reason why the applicant cannot obtain a transcript by contacting the institution granting the degree or hours.
 - If the reason the applicant cannot obtain his transcript is because he/she has defaulted on student loans, failed to pay fees or parking tickets, or failed to meet other financial obligations due to the university, we will not accept any other document as proof of obtaining required degrees or hours.
- **Admitting Prior to Graduation**
 - Should you have the need to recruit for a hard to fill position that requires a baccalaureate or master’s degree as the **sole** requirement, the Staffing Division will allow you to indicate on your job posting that applicants may apply 90 days prior to receipt of the baccalaureate / master’s degree. You may move these applicants to the eligible list, interview and make an offer contingent upon verification of receipt of the required degree. The effective date of the appointment cannot be prior to the graduation date.
 - This does not mean we will credit persons who have completed all but the thesis requirement on a master’s degree. If the thesis is part of the degree requirement, a person will not be credited with the degree until the thesis is completed.

RULE 22.6 EXAMINATIONS

For information on the list of written tests, go to our website, www.civilservice.la.gov under Human Resources Professionals, and click on the link "[One Stop Job Information and Test Finder](#)."

All test scores are non-expiring. Applicants can apply to re-take the same test every 90 days. A minimum passing score will be set for each test. Passing scores will range from 70 to 100. Persons who fail will receive a failure notice rather than a numeric score. There will be no numeric scores below 70.

WHERE TO TAKE CIVIL SERVICE TESTS

Go to our website at www.civilservice.la.gov for Testing Schedule, Test Centers and Sample Test Questions.

VERIFICATION OF A CANDIDATE'S SCORE

- When a job requires a test score, the applicant's test score will auto-populate into the written exam evaluation step in the Exam Plan.
- For applicants that apply and don't have a test score before the posting closes, the agency needs to fail them at the written exam evaluation step with a reject reason of "applicant does not have a test score". Applicants who test in Baton Rouge are usually placed on the eligible list on the following business day. Applicants who test in the Saturday centers are usually placed on the eligible list the following Wednesday.
- In order to check an applicant's test score for counseling purposes, you can follow the instructions on the **Test Score Inquiry Quick Sheet** available on our website at www.civilservice.la.gov.

Rule 22.7 VETERANS PREFERENCE: PROOF OF ELIGIBILITY

For original appointments (i.e., probational and job appointments), veterans' preferences of five or ten points shall be added to the final examination score of each eligible applicant who meets the minimum qualifications and has attained at least the minimum test scores required and at least the minimum rating required for eligibility in accordance with Section 10 (A) (2) of Article X and applicable statutes.

Section 10(A) (2) of Article X states:

The state and city civil service departments shall accord a five-point preference in original appointment to each person who served honorably in the armed forces of the United States during a war declared by the United States Congress; or in a peacetime campaign or expedition

for which campaign badges are authorized; or for at least ninety days after September 11, 2001, for reasons other than training; or during war period dates listed:

April 6, 1917 through **November 11, 1918;**

September 16, 1940 through **July 25, 1947;**

June 27, 1950 through **January 31, 1955;**

July 1, 1958 through **May 7, 1975;**

Remember, Veteran's Preference Points are added by each agency in new hiring situations – "probational" or "job" appointments- for **ALL** jobs. For additional information on the process for adding Veteran's preference points, please see the quick sheet under the LA Careers section of the handbook.

- Veterans' points are only added in NEW hiring situations--"probational" or "job appointments." These points are added based on eligibility as claimed in the application.
- Verification of eligibility for points awarded must be made on the final hire.
- Candidates on the Eligible List will be filtered based upon their response to the agency-wide question regarding eligibility for veterans' preference points. If claimed, 5(veteran) or 10(disabled veteran) points must be added where appropriate to the candidates' scores on the Eligible List for jobs that do not require a written test.
- The Appointing Authority must verify veterans' points awarded on the hired candidate only. This must be done based on the DD214 for those claiming 5 points.
- For those persons claiming eligibility for 10 veterans' points, they must submit a copy of the DD 214 in addition to a letter from the Veterans' Administration documenting service connected disability, dated within the last six months.
- The DD214 is a federal government document issued to a service member upon retirement, separation or discharge from active military service. The DD214 outlines years of military service, occupations and conditions of discharge/separation.
- A spouse, un-remarried widow/widower or parent of a disabled or deceased veteran claiming veterans' points must submit form **C.S. 295** along with a copy of the DD214, any Veterans Administration statement of disability, a copy of the marriage certificate, and a copy of the death certificate, if applicable.
- Veteran's preference cannot be verified without a DD214.

For information on guidelines for awarding veterans' preference points, go to **Veterans' Preference Points Quick Sheet** at www.civilservice.la.gov.

Rule 22.8 EXEMPTIONS FROM TESTING REQUIREMENTS

Listed below are exemptions from testing as outlined in this rule as well as those exemptions allowed by Staffing policy.

- **Rule 22.8(a) Vacancies** may be filled with State Vocational Rehabilitation Services or Blind Services program clients **without posting** the vacancy in LA Careers system and without any test scores being required. The Appointing Authority making such an appointment must document that the appointee meets the qualification requirements and must make such records available to the Director upon request.
In order to waive a written test for an individual, an agency (either the Human Resources office or agency Appointing Authority) must get a letter from the Vocational Rehabilitation or Blind Services Program counselor outlining that the candidate is a bona fide client, can perform the duties of the job without hazard to self or others, and verifies that the candidate has a condition that precludes participation in the normal competitive process (i.e. the written exam). An Appointing Authority may fill these vacancies by probational appointments, job appointments or promotions.
- **Rule 22.8(b)** Also, out-of-state vacancies may be filled **without posting** the vacancy or having written test scores required. An Appointing Authority may fill these vacancies by probational appointments, job appointments or promotions.

Note: This rule pertains to out-of-state *vacancies*, not out-of-state *applicants*. Applicants who reside outside of the state of Louisiana must possess a valid test score in order to be eligible for hire unless they meet one of the other exceptions listed.

- **Rule 22.8(c)** Applicants appointed with a grade-point average (GPA) of 3.5 or higher on their baccalaureate degree, must first have applied to the vacancy **posted** in LA Careers system, but no test score is required. An Appointing Authority may fill these vacancies by probational appointments or job appointments.
 - The person appointed applies to the posting of the vacancy during the open period.
 - The appointee must meet the full Minimum Qualifications including the required degree from an accredited college or university with an overall grade point average (GPA) of 3.5 or higher, as verified by official transcript. He/she may be appointed by probational appointment or job appointment without taking any Director administered test normally required for that job. The job to which he/she is appointed must be a professional level job for which possession of the baccalaureate degree alone is sufficient to meet the Minimum Qualifications or a professional level job at the entry, experienced or advanced level requiring up to but not more than three years of professional level experience beyond the degree.

- The Appointing Authority obtains an official college transcript to verify the degree and 3.5 GPA and can provide these to the Director of Civil Service upon request.
- **Rule 22.8(d)** Applicants who are veteran of the armed forces who has been honorably discharged from active duty within the previous twelve months. 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.

Although the exemptions listed below are not covered in **(Rule 22.8)**, **Staffing's** policy allows the following exemptions from testing requirements:

- 1) Applicant eligible for noncompetitive reemployment may be appointed in a probational or job appointment without requiring a test score, unless the applicant held a non-professional level job and is being reemployed into a professional level job. Also, the vacancy may be filled **without** posting.
- 2) An employee with permanent status who would be eligible for noncompetitive reemployment to a job if they were to resign, may be promoted to that job without requiring a test score unless the applicant's eligibility is based upon a non-professional level job and he/she is being promoted into a professional level job.
- 3) For promotion, permanent classified employees already occupying a job in the test series for at least 6 months will not be required to test to promote to another job using the same test. While they do not need a test score, the job must be **posted** and the applicant must meet the Minimum Qualifications of the job and respond to the posting.
- 4) For demotion of a permanent classified employee, no testing is required unless the employee is in a non-professional level job and is being demoted into a professional level job.
- 5) Employees placed on Classified WAE appointments are never required to test.

Agencies who wish to use authority granted by Rules 22.8 should put a note in the supplemental information field of their job posting. The note should tell applicants that the agency is open to using the authority granted under these rules and/or policies and notify applicants of any additional information/verification that should be provided. In the past, applicants attached a cover letter to their paper applications notifying the agency of their exemption. In LA Careers the best way for them to "notify" you of their exemption from testing is through the use of a supplemental question. See the [Priority Eligible List Process using Rules 22.8 and 23.13 \(Exemptions from Testing\) Quick Sheet](#) for instructions on how to use the question and create the Priority List.

Rule 22.9 CERTIFICATE OF ELIGIBLES

This rule authorizes appointing authorities to create certificates and clearly establishes what information constitutes a Certificate of Eligibles. Specific instructions for creating an Eligible list in LA Careers can be found on the following Quick Sheets-- **Eligible List Quick Sheet for a Vacancy Announcement** and **Eligible List Quick Sheet for a Continuous Recruitment**.

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 applications electronically received and paper applications postmarked by the closing date will need to be moved through the evaluation steps to the "Eligible List" before referring candidates to the hiring manager.
- Civil Service no longer requires you to wait two days after the posting closes to refer applicants to the hiring manager. Each agency should adopt and uniformly apply its own policy for handling applications received by mail in accordance with RS 1:60. You must add any qualifying applicant to the eligible list whose application is received by mail and postmarked on or prior to the closing date of the announcement.

CONTINUOUS RECRUITMENT

- For a continuous statewide recruitment, the "certificate" will be the Eligible List filtered for the parish in which the current vacancy is located.
- Instead of an expiration date for the Eligible List, the agencies will need to enter the period of time that candidates remain active on the Eligible List, which will be 180 days.
- For continuous postings in LA Careers, you are not required to wait two days past the requisition approval date to release the referral list. Please see the updated information below about continuous postings. Please note that the Louisiana statute that covers timely filing of documents with the state is R.S. 1:60
- For continuous postings, there will always be a posting and applicants can apply at any time. Applicants can be processed to the eligible list as they come in, or in batches when there is a vacancy.
- A requisition should be created and tied into the existing exam plan whenever a vacancy becomes available. Multiple vacancies can be filled from the same requisition as long as the requirements of the jobs are the same (same location, shift, etc.).
- The approval date of each requisition will be used as the date to determining when the referral list can be created and when the 90 day period for making an offer begins.
 - All candidates who applied online prior to the requisition approval as well as all paper applications date stamped as received prior to the requisition approval

must be processed and included on the eligible list if qualified. This establishes your certificate and authority to hire.

- Applicants can be processed as they are received and can be placed on the Eligible List once processed. You must use the requisition approval date to establish your certificate of eligibles and authority to hire.
- If additional vacancies occur or no suitable candidates can be found, after the requisition approval date, supplementary candidates may be added to the Eligible List. A new request must be made to State Civil Service for a new list of candidates.
 - This does not mean that your 90 days to make an offer starts over. You have 90 days from the original approval date of the requisition to make offers.
 - If this 90 days runs out and you still have vacancies to fill, you must create a new requisition and refer again to this new requisition.
- All applications received when the requisition was approved must be moved through the evaluation steps to the Eligible List before it is filtered for location and referrals are made to the hiring manager.
- Each time referrals are made of filtered candidates, the HR Analyst need only unfilter the Eligible List and then filter for a new location to make referrals for a different location to another manager.
- To create your certificate, ensure that all qualified applicants are moved to the eligible list. Once all applicants are on the eligible list, Veterans Preference points will be added where necessary. Finally, filter the entire eligible list by work parish. Refer the entire filtered list to the hiring manager for consideration, which is considered the certificate for the vacancy. The entire filtered list must be referred to create a record of the certificate. If only a portion of the filtered list was referred, once it was unfiltered and more candidates were processed, there would be no way to duplicate this record.

TESTING EXEMPTIONS

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

- 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 already occupying a job in the test series for at least 6 months will not be required to test.

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:

- Louisiana State Vocational Rehabilitation Services or Louisiana Blind Services Program client (Rule 22.8(a))
- Out-of-state vacancies
- Applicants appointed with a grade-point average (GPA) of 3.5 or higher for the baccalaureate degree (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
- 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
- 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
- WAE appointments

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 Staffing consultant if assistance is needed.

Rule 22.10 MANDATORY TRAINING REQUIREMENTS

- The Commission shall establish mandatory training for employees who occupy or are appointed to designate supervisory, managerial, or administrative jobs. Each department shall advise employees who occupy these jobs of the training requirements. Employees who fail to meet the required training within the specified period of time may be disciplined or removed in accordance with Chapter 12 of the Civil Service Rules.

Rule 22.11 WITHDRAWAL OF AUTHORITY

- This rule provides the Director with the authority to remove delegated activities as appropriate.

CHAPTER 23

APPOINTMENTS--RECRUITING FOR JOBS AND HIRING

Rule 23.1 APPOINTMENTS

This rule establishes the mandates required by the Constitution:

- merit,
- efficiency
- fitness and length of service
- as ascertained by examination

It is necessary to provide the basis for open competition and ability-based appointments.

Rule 23.2 APPOINTMENTS FROM A CERTIFICATE OF ELIGIBLES

This rule provides the mechanism to make probational appointments, job appointments, and promotions.

TYPES OF APPOINTMENTS

Probational appointments, job appointments and promotions shall be made from "Certificate of Eligibles" created in accordance per **Rule 22.9** except as provided elsewhere in these rules.

For a specific job vacancy posting that has a closing date or a continuous posting restricted to a parish, the "Eligible List" resulting after candidates have passed all Evaluation Steps will be the "certificate." For statewide continuous recruitments, the eligible list filtered for the parish of the vacancy will be the "certificate." Refer to the section under **Rule 22.9** for the specifics on this topic.

Rule 23.3 PROBATIONAL APPOINTMENT

The probationary period is an essential part of the selection process. It is a working test period lasting 6-24 months, and the hiring agency sets its own policy on the length of the probation period. Employees on probation may be removed at any time. Probational employees are eligible for all benefits.

An employee cannot be moved while on probation from one department to another or one parish to another unless:

- (1) The job is posted and the posting is not exempted under the provisions of **Rule 22.3(b)**
- (2) The employee applies and has passing scores on the required tests.

Applicants must meet the Minimum Qualifications; have a test score (if required) before the closing date of the posting for those jobs requiring postings; be paid at the range minimum

unless using one of the special pay rules; and remain on probation at least six months but no more than 24 months.

To take an employee off probation, HR must take the appropriate action in the HRIS system in order to grant permanent status. Permanent status is not automatic.

All vacancies filled by probational appointment must be posted unless covered in the provisions as outlined in Rule 22.3(b) and require a “Certificate of Eligibles” with the following exceptions.

Rule 23.3 establishes the exceptions allowed to make a probational appointment without a certificate provided the candidate meets the minimum qualification requirements.

- Probational appointments may be made without the use of a certificate when employing a State Vocational Rehabilitation or a State Blind Services Program client. The vacancy does not need to be posted and no testing is required.
- Also, a probational appointment may be made for out-of-state vacancies. The vacancy does not need to be posted and no testing is required.
- An applicant eligible for noncompetitive reemployment may be appointed in a probational appointment without requiring a test score, unless the applicant’s eligibility is based upon a non-professional level job and he/she is being appointed into a professional level job.
- An applicant who has attained a 3.5 GPA or higher for a baccalaureate degree and meets all other requirements of Rule 22.8(c) for exemption from testing.

ADDITIONAL STAFFING POLICIES

By policy, conversions from job appointment to probational appointment may be made using the authority of the original certificate used to make the job appointment provided the following policy and procedures were followed.

As long as the position was announced according to 1 & 2 below, the Staffing Division will allow conversion to probational within one year of the original appointment date.

1. Job must be posted with the Classified job type.
2. Posting must include explanation of possible future conversion. For example: “This position will be filled as a Job Appointment based on this job posting. In the event that funds become available for a permanent position within one year, the employee will be converted to a probational appointment.”

The agency will be required to enter a note in LaGov HCM through the Maintain Text screen when they enter the action using PA 40 for documentation purposes at the time of conversion (**see LaGov HCM quick tip #42**). The text, for example, should say something equivalent to the following: “This employee was converted using original Exam Plan # ABC.” With this

notation, the Staffing division will not need to go back and check qualifications of the appointee a second time.

NOTE: In order for a person to be converted from job appointment to probational, the position had to be announced.

Rule 23.4 PROMOTION

All vacancies filled by promotion must be posted unless covered in the provisions as outlined in Rule 22.3(b) and require a "Certificate of Eligibles" with the following exceptions.

Rule 23.4 establishes the exceptions allowed to make a promotion without a certificate.

- Promotions may be made without the use of a certificate of a State Vocational Rehabilitation or a State Blind Services Program client. The vacancy does not need to be posted and no test score is required.
- Also, a promotional appointment may be made for out-of-state vacancies. The vacancy does not need to be posted and no test score is required.
- A permanent classified employee may be promoted to positions to which he/she would have reemployment eligibility if he/she were to resign. No test score is required unless the employee is being promoted from a non-professional level job to a professional level job.

All other promotions must be posted. Agencies must have a certificate and applicants must meet any written testing requirements. The agency may limit the vacancy to an approved promotional zone.

Rule 23.5 JOB APPOINTMENT

An agency shall maintain written justification stating the reason for the job appointment as well as justification for any extension requested and a copy of the approval.

For additional information, refer to **Policy Standards for Job Appointments**

All vacancies for job appointments must be posted unless covered in the provisions as outlined in Rule 22.3(b).

For information on conversion of job appointments to probational appointments, see Appendix II.

Rule 23.5 establishes the exceptions allowed to make a job appointment **without** a certificate. Job appointments may not exceed four years.

- Job appointments may be made without the use of a certificate of a State Vocational Rehabilitation or a State Blind Services Program client. The vacancy does not need to be posted and no test score is required.
- Also, a job appointment may be made for out-of-state vacancies. The vacancy does not need to be posted and no test score is required.
- A former employee may be reemployed without the vacancy being posted according to Rule 23.13. A test score is not required unless the employee left State service in a non-professional level job and is being reemployed into a professional level job.
- An applicant who has attained a 3.5 GPA or higher for a baccalaureate degree and meets all other requirements of Rule 22.8(c) for exemption from testing.

Rule 23.6 Classified WAE Appointment

This type of appointment shall be made only when it is not possible or appropriate to use a job appointment or probational appointment. The vacancy does not have to be posted. Neither a certificate nor a test score is required; however, appointees must meet the Minimum Qualifications for the job.

For additional information, refer to **Policy Standards for Classified WAE Appointments**

Rule 23.7 TEMPORARY STAFFING SERVICES EMPLOYEE

When work is required to be performed on a temporary basis and the work is essential to the efficiency of the agency, a temporary staffing services employee may be used provided it meets all the requirements outlined in this rule.

Rule 23.8 TRANSFER OF INDIVIDUAL EMPLOYEES

An employee may be voluntarily transferred from any position in the classified service in one department to any position in the classified service for which he/she is qualified in another department provided he/she meets the Minimum Qualifications of the job to which he/she is transferring, has met Civil Service requirements for posting vacancies, testing and competition.

- When making a **lateral transfer** of a **permanent** classified employee, the position may be filled **without** posting unless required by DCL policy. When promoting based upon reemployment eligibility, no testing is required unless the employee held a non-professional level job and is being transferred into a professional level job. For other promotions, a test score is required unless the employee meets one of the testing exemptions outlined in 22.8c or under Staffing policy."

- When filling a position by transfer and promotion of a permanent classified employee, the position must be **posted** unless a permanent classified employee is being transferred and promoted to a position to which he/she would have reemployment eligibility if he/she were to resign unless required by DCL policy. A test score is not required unless being promoted from a non-professional level job to a professional level job.
- If a test is required, the employee must have a score unless occupying a job in the same test series for at least 6 months.
 - When filling a position by **transfer and demotion of a permanent classified employee**, the position may be filled **without** posting unless required by DCL policy. No testing is required unless the employee held a non-professional level job and is being demoted into a professional level job.

However, if a probational or temporary employee is transferring, the vacancy must be **posted** and the employee must apply during the open period, must meet the Minimum Qualifications for the job and have any required test score unless exempted under the provisions of **Rule 22.8(a), Rule 22.8(b), Rule 22.8(c)** "Exemptions from Testing Requirements" or **Rule 23.13**, "Noncompetitive Reemployment Based on Prior State Service."

Rule 23.9 TEMPORARY INTER-DEPARTMENT ASSIGNMENT

Rule 23.10 REASSIGNMENT AND POSITION CHANGE

- **Reassignment** is when an employee moves to a different title with the same maximum rate of pay. **Position change** is when an employee is moved to a job with the same title only it has a different position number.
- If an employee is probational, the vacancy must be posted for any reassignment and position change to a *different parish* and the employee must apply during open period, qualify and have any required test score unless exempted under the provisions of **Rule 22.8 (a), Rule 22.8(b), Rule 22.8(c)** "Exceptions from Testing Requirements" or **Rule 23.13**, "Noncompetitive Reemployment Based on Prior State Service."
- If an employee is probational or job appointment, the vacancy does not need to be posted for a position change (movement from one position to another position *with the same job title*) when the movement is within the same parish.
- If the employee is a permanent classified employee, the reassignment or position change may be made **without** posting. No testing is required unless the employee held a non-professional level job and is being transferred into a professional level job.

Rule 23.11 CHANGE IN DUTY STATION

- When a **permanent** employee is moving from one geographical area to another, the vacancy **does not** have to be posted.
- If a non-permanent employee is moving from one geographical area to another, the vacancy **must be** posted in the LA Careers system and the employee must apply during the open period, meet the minimum qualification for the job and have the required test score unless exempted under the provisions of **Rule 22.8 (a), Rule 22.8(b) Rule 22.8 (c)** "Exceptions from Testing Requirements" or **Rule 23.13**, "Noncompetitive Reemployment Based on Prior State Service."

Rule 23.12 DETAIL TO SPECIAL DUTY

Details do not have to be posted or meet testing requirements unless it is a trial detail before promotion (see below). For additional information, refer to **Policy Standards for Details to Special Duty**.

Details to Special Duty for Trial Period for Competitive Promotion

This allows agencies the opportunity to evaluate the performance of an employee prior to the actual promotion of the employee to a supervisory position.

- Trial details may be for a maximum of 12 consecutive months with no extensions.
- The promotion must be posted and the employee detailed must apply during the posting announcement and meet testing requirements.
- An "Eligible List" will be created and will become the "certificate".
- If the agency wishes to promote the detailed employee by the end of the trial period, the certificate of eligibles from which the employee was detailed can be used.
- The authority for the promotion will be **Rule 23.4**.
- If it is determined that the detailed employee will not be promoted, the position must be re-posted.

Rule 23.13 NON-COMPETITIVE RE-EMPLOYMENT BASED ON PRIOR STATE SERVICE

Posting in LA Careers is not required when filling a vacancy based on noncompetitive reemployment. An applicant eligible for noncompetitive reemployment may be appointed in a probational or job appointment without requiring a test score, unless the applicant held a non-professional level job and is being reemployed into a professional level job.

Agencies who wish to use authority granted by Rule 23.13, and the exemption that allows permanent classified employees already occupying a job in the test series for at least 6 months not to test to promote to another job using the same test, should put a note in the

supplemental information field of their job posting. The note should tell applicants that the agency is open to using the authority granted under these rules and/or policies and notify applicants of any additional information/verification that should be provided. In the past, applicants attached a cover letter to their paper applications notifying the agency of their exemption. In LA Careers, the best way for them to “notify” you of their exemption from testing is through the use of a supplemental question. See the Priority Eligible List Process using Rules 22.8 and 23.13(Exemptions from Testing) Quick Sheet for details.

Rule 23.14 DEMOTION

Posting in LA Careers is not required when filling a vacancy based on a demotion of a permanent classified employee. No testing is required unless the employee is in a non-professional level job and is being demoted into a professional level job.

However, if a probational or temporary employee is demoting, the vacancy must be posted and the employee must apply during the open period, must meet the minimum qualifications for the job and have any required test score unless exempted under the provisions of **Rule 22.8(a)**, **Rule 22.8(b)**, **Rule 22.8(c)** “Exemptions from Testing Requirements” or **Rule 23.13** “Noncompetitive Reemployment Based on Prior State Service.”

Rule 23.15 RESTORATION OF DUTY UPON RETURN FROM MILITARY SERVICE

Rule 23.16 CANCELLATION OF ELIGIBILITY FOR APPOINTMENT

Rule 23.17 WITHDRAWAL OF AUTHORITY

This rule provides the Director with the authorities authorized in this chapter.

APPENDICES

CHAPTER 22

REQUIREMENTS FOR FILLING JOB VACANCIES

22.1 Methods of Filling Vacancies.

Vacancies in the classified service may be filled by probational appointment, job appointment, classified WAE appointment, promotion, demotion, reassignment, position change, transfer, non-competitive re-employment of a former employee, appointment from a Department Preferred Reemployment list, temporary inter-departmental assignment, or detail to special duty.

22.2 Filling Vacancies Prior to the Election for a Statewide Elected Office

An appointing authority shall obtain the Director's approval before making a permanent appointment to any job at or above MS-520, AS-620, SS-419, PS-115, WS-218, or TS-315 between the date of any election for a statewide elected office and the date the elected official takes office. The Director may exempt jobs from this requirement.

22.3 Public Announcement of Job Vacancies.

- (a) All vacancies for jobs in the classified service that are filled by probational appointment, job appointment or promotion shall be posted on the Internet in accordance with the Director's policies and procedures except as provided in Rule 22.3 (b).
- (b) A vacancy may be filled without public announcement in the circumstances listed below:
1. Appointment from a Department Preferred Reemployment list.
 2. Classified WAE appointment.
 3. Noncompetitive appointment of a client of a State Vocational Rehabilitation Services Program or a State Blind Services Program under provisions of Rule 22.8 (a).
 4. Noncompetitive reemployment of a former employee based on prior state service under provisions of Rule 23.13 (a).
 5. Detail to special duty.
 6. Demotion of a permanent classified employee.

7. Reassignment, position change or lateral transfer of a permanent classified employee.
 8. Out-of-state vacancies filled in accordance with Rule 22.8 (b).
 9. Temporary Inter-Departmental Assignment.
 10. When non-classified employees are declared to be in the State Classified Service or are acquired by a State Agency in accordance with Rule 24.2.
 11. Noncompetitive promotion of a permanent classified employee to a position to which he or she would have noncompetitive reemployment eligibility under Rule 23.13 if he or she were to resign.
- (c) In the case of vacancies to be filled by promotion, appointing authorities may limit application to permanent classified employees of a promotional zone approved by the Director.

22.4 Rejecting Applicants for Employment

The Director or an appointing authority may reject an applicant if the applicant:

- (a) Cannot be legally employed.
- (b) Does not meet the Minimum Qualifications of the job.
- (c) Has been convicted of a felony.
- (d) While serving with permanent status, was dismissed from state service or resigned to avoid dismissal.
- (e) Has submitted false information during the application or examination process or otherwise attempted to fraudulently secure eligibility for appointment for either self or others.

Applicants rejected shall be notified of the action taken.

22.5 Minimum Qualifications; Flexible Qualifications

- (a) The Director shall establish Minimum Qualifications which shall be included in the job specification for each classified job except as provided in Rule 22.5(b). Appointees must meet the Minimum Qualifications for the job unless exempted under provisions of Rules 22.5 (e), 23.12, 23.13(a) or 5.8. The Director may order the separation of any non-permanent employee who does not meet the Minimum Qualifications.

- (b) The Director may establish Flexible Qualifications instead of Minimum Qualifications. If established, they shall be included in the job specification. An appointee should meet the Flexible Qualifications. However, an appointing authority may make an exception provided there are rational business reasons and these are properly documented.
- (c) The determination as to whether an applicant meets Minimum Qualifications may be done by the Department of State Civil Service or by an appointing authority under delegated authority as determined by the Director. Decisions made by the appointing authority may be reviewed by the Director and his decisions will be final.
- (d) When an applicant is notified that he or she does not meet Minimum Qualifications, the applicant may request that the Director review the decision. The request must be in writing and be postmarked or received no later than 30 days from the date on the disqualification notice. The Director's decision shall complete the review process by the Department of Civil Service.
- (e) Whenever previously established Minimum Qualifications are changed and an incumbent in the affected job class does not meet the new requirements, the incumbent shall be allowed to
 - 1. Remain in the position occupied on the effective date of the change provided there are no legal barriers.
 - 2. Qualify for higher level jobs in the normal career path of the job occupied, by acquiring the difference between the minimum qualifications of that job and the higher level jobs, as of the effective date of the change, provided there are no legal barriers.

22.6 Examinations

- (a) An examination is any formal assessment or combination of assessments used to evaluate an applicant's qualifications and job-related competencies. Examinations include but are not limited to tests, experience and training evaluations, minimum qualifications, resume evaluations, structured oral examinations, and job interviews. The Director may conduct examinations as deemed appropriate and shall establish eligibility requirements, examination schedules, application procedures and policies regarding retesting, expiration of test scores and cancelling test scores for Director-administered examinations.
- (b) The Director may authorize an appointing authority to conduct examinations and may establish policies for agency-administered examinations. Such examinations shall be job-related and designed to assess applicants based on merit, efficiency, fitness and length of service.

- (c) A test is a type of examination administered by a proctor to a group of applicants at a test center, consisting of written or electronic responses to questions.
- (d) Test takers shall be notified of their test scores by the Director or agency appointing authority as appropriate.
- (e) A test score is subject to review by the Director or appointing authority as appropriate upon written request postmarked or received within 30 calendar days following the date on the test result notice. A test score error shall be corrected, but shall not necessarily invalidate any appointment.

22.7 Veterans Preference; Proof of Eligibility

- (a) For original appointments, veterans' preferences of five or ten points shall be added to the final examination score of each eligible applicant who meets the minimum qualifications and has attained at least the minimum test scores required and at least the minimum rating required for eligibility in accordance with Section 10 (A) (2) of Article X and applicable statutes.
- (b) An applicant claiming eligibility for veterans' preference points shall provide proof of eligibility in the manner the Director prescribes.

22.8 Exemptions from Testing Requirements

- (a) An appointing authority may fill a vacancy by probational appointment, job appointment or promotion of a State Vocational Rehabilitation Services or Blind Services program client 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 documents that the appointee is a bona fide client of a State Vocational Rehabilitation Services or State Blind Services Program, is disabled to such an extent as to prohibit participation in the usual required tests, and is able to perform the duties of the position without hazard to self or others.
- (b) The Director may exempt from testing requirements applicants for out-of-state vacancies filled by probational appointment, job appointment or promotion.
- (c) An applicant who meets the Minimum Qualifications and has obtained a baccalaureate degree from an accredited college or university with an overall grade-point average (GPA) of 3.5 or higher, as verified by official transcript, may be appointed by probational appointment or job appointment without taking any Director administered test normally required provided that the job to which he is appointed is a professional level job for which possession of the baccalaureate degree alone is sufficient to meet the Minimum Qualifications or a professional level job at the experienced or advanced level requiring up to, but not more than three years of professional level experience beyond the degree.

- (d) 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.

22.9 Certificates of Eligibles

- (a) For each vacancy which requires public announcement to fill, the Director shall create or authorize an appointing authority to create a certificate containing names of applicants who
 1. Meet the Minimum Qualifications.
 2. Have attained any test scores required by Civil Service.
 3. Have applied during the open period of the announcement.
 4. Have met any other eligibility requirements established by the Director, by Civil Service rules or by law
 5. Have met any other job-related selective certification requirements requested by the appointing authority, approved by the Director and stated in the public vacancy announcement.
 6. For promotions, are in the promotional zone approved by the Director and stated in the announcement.
 7. Have indicated they are available to work in the parish of the vacancy.
- (b) When the applicant is eligible for veteran's preference points, these shall be noted on the certificate.
- (c) The Director shall establish policies and procedures the appointing authority must follow when creating certificates including record keeping requirements.
- (d) The appointing authority shall determine the effective date of the appointment from the certificate, but in no case shall the effective date be prior to the closing date of the announcement or prior to the time the employee began work.
- (e) An appointing authority is not obligated to fill an announced vacancy
- (f) The Director may impose more restrictive certification rules such as restricting hiring or promotion to particular score ranges in circumstances where he deems it to be in the best interests of the state.

22.10 Mandatory Training Requirements

The Commission shall establish mandatory training for employees who occupy or are appointed to designated supervisory, managerial, or administrative jobs. Each department shall advise employees who occupy these jobs of the training requirements. Employees who fail to meet the required training within the specified period of time may be disciplined or removed in accordance with Chapter 12 of the Civil Service Rules.

22.11 Withdrawal of Authority

The Director may withdraw from an appointing authority any authority the Director authorized.

CHAPTER 23

APPOINTMENTS

23.1 Appointments

Appointments shall be made under a general system based on merit, efficiency, fitness and length of service as ascertained by examination which, so far as practical, shall be competitive.

23.2 Appointment from a Certificate of Eligibles

Probational appointments, job appointments and promotions shall be made from certificates of eligibles created in accordance with Rule 22.9 except as provided elsewhere in these rules.

23.3 Probational Appointment

(a) Probational appointments may be made without the use of a certificate:

1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).
2. For out-of-state vacancies under Rule 22.8(b).
3. Of applicants with 3.5 GPA under Rule 22.8(c).
4. By reemploying a former employee under Rule 23.13.

(b) When a vacancy is filled by probational appointment, such appointment shall be for a probationary period in accordance with Chapter 9 of these Rules.

23.4 Promotion

(a) Promotions may be made without the use of a certificate:

1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).
2. For out-of-state vacancies under Rule 22.8 (b).
3. Of permanent classified employees to positions to which they would have reemployment eligibility under Rule 23.13 if they were to resign.

(b) Promotions shall only be made of employees serving with permanent status in the classified service.

- (c) No employee who has a current official overall Performance Evaluation rating of "Poor" or "Needs Improvement" shall be promoted.

23.5 Job Appointment

(a) A job appointment is a temporary appointment of an employee to fill a position in the classified service for a limited period of time. An appointing authority may use a job appointment to fill a position for a period not to exceed four years. For rational business reasons, an appointing authority may request a longer term job appointment. The Commission may approve such requests or delegate approval authority to the Director. An appointing authority may terminate a job appointment at any time. This rule is subject to Rules 17.20(b)4 and 17.25 concerning layoff related actions.

(b) Job appointments may be made without the use of a certificate:

Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).

For out-of-state vacancies under Rule 22.8(b).

Of applicants with 3.5 GPA under Rule 22.8(c).

By reemploying a former employee under Rule 23.13.

(c) The Director may issue policy standards for the use of job appointments.

(d) The Commission or Director may, at any time, cancel a job appointment and/or withdraw an agency's authority to make such appointments.

23.6 Classified WAE Appointment

(a) A classified WAE appointment is a temporary appointment of an employee to fill a position in the classified service for a limited period of time and hours in order to address filling the position in a regular manner, or to address an emergency or work overload situation. An appointing authority may use a classified WAE appointment to fill a position when the hours worked do not exceed 1245 hours during a twelve (12) month period. For rational business reasons, an appointing authority may request to exceed 1245 hours during the twelve month period. The Commission may approve such requests or delegate approval authority to the Director. The appointing authority may terminate the classified WAE appointment at any time.

(b) The Director may issue policy standards for the use of classified WAE appointments.

(c) The Commission or Director may, at any time, cancel a classified WAE appointment and/or withdraw an agency's authority to make such appointments.

(d) Classified WAE appointees must meet the minimum qualifications for the job.

(e) This rule is subject to Rules 17.20(b)4 and 17.25 concerning layoff related actions.

23.7 Temporary Staffing Services Employee

- (a) When work is required to be performed on a temporary basis and the work is essential to the efficiency of the agency, a temporary staffing services employee may be used, provided:
 - 1. Approval has been received from the appointing authority; and
 - 2. The employee shall be used only for the following: a) to replace an employee on leave, b) to fill a vacancy pending filling the position in a regular manner, or c) to address an emergency or work overload situation of short duration.
 - 3. The employment of any one individual in this category shall not exceed 680 work hours in a twelve-month period.
 - 4. The appointing authority shall maintain a tracking document of usage of individuals in this category which is certified by the appointing authority to prevent violation of this rule. Such document shall be readily available for Civil Service audit as requested.
- (b) Individual temporary staffing services employees may be used for any length of time up to 680 work hours in a twelve-month period; however, the Director or appointing authority may limit the duration of or cancel the use of a temporary staffing services employee at any time.
- (c) An extension over 680 work hours in a twelve-month period for an individual temporary staffing services employee shall not be allowed. If the appointing authority determines that a situation exists that requires the use of temporary staffing services employees beyond the 680 work hour limit within a twelve-month period, other replacement individuals may be solicited from the temporary staffing services firm(s) on state contract.
- (d) The Director may withdraw an agency's authority to make use of temporary staffing services employees. Willful abuse or misuse of temporary staffing services may subject offenders to financial liabilities as provided in Rule 2.9.

23.8 Transfer of Individual Employees

An employee may be voluntarily transferred from any position in the classified service in one department to any position in the classified service for which he is qualified in another department upon the recommendation of the appointing authority of the receiving department, provided the employee meets the Minimum Qualifications of the job to which he is transferring and has met Civil Service requirements for public announcement of vacancies, testing and competition.

23.9 Temporary Inter-Departmental Assignment

- (a) Upon agreement between departments, a permanent employee may be assigned to a classified position in another department for a period not to exceed one year, provided the employee meets the Minimum Qualifications of the job to which he is being assigned.
- (b) An employee so assigned shall continue to be an employee of the department from which he is assigned and shall have a right to return to his position at the conclusion of the assignment.
- (c) Either participating department may end the inter-departmental assignment of an employee at any time. The Director may end such assignment if he determines that it violates the provisions of Article X, the Civil Service Rules, the Uniform Classification and Pay Plan, or the policies and procedures issued by the Director.
- (d) Notwithstanding any other provisions of these Rules, a temporary inter-departmental assignment may not be continued beyond one year without the Director's approval.

23.10 Reassignment and Position Change

- (a) An appointing authority may reassign any probationary or permanent employee to a position with a different job title that has the same maximum rate of pay, provided the employee meets the Minimum Qualifications of the job to which he is being assigned and has met Civil Service requirements for testing and competition.
- (b) An appointing authority may position change any probationary or permanent employee to a different position number with the same job title.

23.11 Change in Duty Station

An appointing authority may change the duty station of a permanent employee from one geographical area to another. An appointing authority may change the duty station of a probationary employee from one geographical area to another in accordance with guidelines specified by the Director to ensure observance of appropriate competition requirements.

23.12 Detail to Special Duty

- (a) An appointing authority may assign an employee to a different position in the same department for up to one month without changing the employee's classification or pay. After one month, the appointing authority shall detail or otherwise place the employee in the position in accordance with Civil Service Rules or return the employee to his or her regular position. Upon detail, pay shall be fixed in accordance with Civil Service Rule 6.11.

- (b) No detail shall exceed one year without the Director's prior approval. Written justification for all details for more than one month shall be kept by the agency. Justification shall be submitted with all details requiring the Director's approval. This rule is subject to Rules 17.20(b) 4 and 17.25 concerning layoff related details.
- (c) The Director may issue policy standards for use of details to special duty.
- (d) An appointing authority may end a detail at any time.
- (e) The Director may, at any time, cancel a detail to special duty and/or withdraw an agency's authority to detail employees for longer than one month.

23.13 Noncompetitive Reemployment Based on Prior State Service

- (a) A former permanent employee may, within ten years from separation, be reemployed in any job for which he or she meets the Minimum Qualifications and which has the same or lower maximum salary as the current maximum for the job in which he had permanent status. Further, if the job in which an employee or former employee held permanent status undergoes a change in title, other than an upward reallocation of the position after the employee separated from it, or undergoes a change in Minimum Qualification provided there are no legal barriers, he shall not lose his reemployment eligibility for such position or lower position in the same job series. In this case eligibility remains, even if the maximum pay has moved upward. Further, he shall be eligible to be reemployed in any other job at the same or lower current maximum pay as the job to which his position changed in title, provided he meets the minimum qualification requirements.
- (b) No former employee shall acquire eligibility for noncompetitive reemployment through service in a position from which he was dismissed or resigned to avoid dismissal or demoted for cause.
- (c) No former employee shall possess eligibility for noncompetitive reemployment in the position of Director of the State Department of Civil Service.
- (d) The former employee may be required to provide proof or evidence of his or her prior employment before being eligible for reemployment under this rule.

23.14 Demotion

A permanent or probationary employee may be demoted for cause, or at his or her own request to any position for which he or she possesses the Minimum Qualifications established for the job.

23.15 Restoration of Duty Upon Return from Military Service

Any employee, who subsequent to June 24, 1948, has left or leaves a classified position in which he was or is serving with probationary or permanent status, for active duty in the armed forces of the United States for not more than six years of voluntary service or an indefinite period of involuntary service and who upon separation from the armed forces by honorable discharge or under honorable conditions makes application for reemployment within ninety days thereof or within ninety days after he or she is released from hospitalization continuing after discharge for a period of not more than one year shall

- (a) If still qualified to perform the duties of such position, be restored by his or her department to such position or to a position of like seniority, status, and pay; or
- (b) If not qualified to perform the duties of such position by reason of disability sustained during such service but qualified to perform duties of any other position in the department where he or she formerly worked, be restored to such other position the duties of which he or she is qualified to perform as will provide him or her like seniority, status and pay or the nearest approximation thereof consistent with the circumstances in his or her case.

23.16 Cancellation of Eligibility for Appointment

- (a) The Director may cancel the employment eligibility of any applicant or of any employee serving with other than permanent status following certification or employment if the applicant/employee:
 - 1. Cannot be legally employed.
 - 2. Does not meet the Minimum Qualifications established for the job.
 - 3. Has been convicted of a felony.
 - 4. While serving with permanent status, was dismissed from state service or resigned to avoid dismissal.
 - 5. Has submitted false information during the application or examination process or otherwise attempted to fraudulently secure eligibility for appointment for either self or others.
- (b) An applicant whose employment eligibility has been cancelled under this Rule shall be notified by the Director
- (c) Having cancelled the employment eligibility of an employee in accordance under this Rule, the Director shall notify the employee and the appointing authority, and the appointing authority shall terminate his or her employment.

23.17 Withdrawal of Authority

The Director may withdraw from an appointing authority any authority the Director authorized under this chapter.

JOB APPOINTMENT CONVERSION POLICY

By policy, conversions from job appointment to probational appointment will be allowed using the authority of the original certificate used to make the job appointment provided the job was announced using the "classified" job type and contained no special note in the supplemental information indicating that the list will be used for job appointment only.

The agency will be required to enter a note in Human Capital Management System through the Maintain Text screen when they enter the action using PA 40 for documentation purposes at the time of conversion ([see LaGov HCM Quick Tip #65](#)). The text, for example, should say something equivalent to the following: "This employee was converted using original Exam Plan # ABC." With this notation, the Staffing division will not need to go back and check qualifications of the appointee a second time.

NOTE: In order for a person to be converted from job appointment to probational, the position had to be announced. Other issues addressing the probational period are included in Chapter 9 of the Civil Service Rules.

POLICY STANDARDS FOR TEMPORARY APPOINTMENTS

These policy standards apply to Rules 23.12 (Details), 23.5 (Job Appointments), and 23.6 (Classified WAE Appointments). Violation of the policy standards may result in a formal investigation and required corrective action.

Policy Standards for Details to Special Duty

1. Written justification must be maintained at the agency which explains why the assignment is temporary in nature, rather than permanent. If the detail is needed for more than one year, approval must be obtained from the Civil Service Director before the appointment extends beyond one year. (See Item 5 below)

Examples of temporary need are as follows:

- The regular incumbent is on leave, or is detailed to another position, or is on leave without pay from his classified job to serve in an unclassified job.
 - Pending filling a position in a regular manner. This would include the time necessary to recruit and interview candidates.
 - To double encumber a position for training purposes due to the pending retirement of the regular incumbent.
 - For a trial period to determine if an employee is suited for the position, or for a trial period prior to any promotion.
 - Pending the reclassification of the position. It would not be wise to permanently appoint an employee to a position that is in the process of being reviewed for a possible job title change.
 - The detail is made to one of the few job titles established by Civil Service that can be filled only by temporary appointment.
 - To a position for a period of time to complete a special project.
2. The duration of the detail should fit the reason for the detail and not exceed the period of actual need. Example: A detail pending the filling of a position in a regular manner should not be longer than 2-3 months.
 3. Avoid detailing an employee who does not meet the Civil Service minimum qualifications. If this cannot be avoided, be sure to explain why the detail of such an employee is necessary in the written justification. Include whether other current employees are qualified, if there is an inadequate applicant pool, and why this employee is the most logical and best person for the detail.

4. Avoid detailing probational employees, especially if the detail would be a circumvention of the hiring rules. Example: A probational employee is hired in one job and then detailed into a job for which he/she could not make a competitive grade. Such a circumvention of regular hiring rules will be viewed as serious and will be monitored in audit practices by Civil Service.
5. Detail for longer than one year:
 - a. If an employee will be on detail for more than one year, in the same position or multiple positions, prior approval of the Director must be obtained before the duration of the employee's detail(s) exceeds one year. Approval must be obtained each time there is an extension past the original one year.
 - b. Avoid manipulating the time limits of details to get around the Director's approval. For example, avoid the practice of detailing a person for less than a year and then re-detailing him after a short break so that the detail does not continuously last longer than a year. This practice will be viewed as a serious circumvention of the rules and will be monitored in audit practices by Civil Service.

Policy Standards for Job Appointments

These policy standards apply to Job Appointments, [Rule 23.5](#). Violation of the policy standards may result in a formal investigation and required corrective action.

1. Written justification must be maintained at the agency which explains why this should be a temporary job appointment, rather than a permanent classified appointment.

Reasons for use of a job appointment are:

- a. To fill a position for which there is a specific need for a limited period of time in which there is a definite time frame attached to the situation. Examples would be special projects or work overload that may have a more long-term duration.
 - b. To substitute for another employee. The regular incumbent may be on extended leave or may be detailed or appointed to another position for a limited period of time.
2. The duration of the job appointment should fit the reason for it and not exceed the period of actual need. Example: If the job appointment is for a special project, the employee should be used only for that project and should be separated promptly at the conclusion of the project.
 3. If it is determined that the position should be permanent, or another position in the same job title in the same agency becomes available, an employee who has served at least 24 months in a job appointment with no break in service may be appointed to that position without serving a probational period. (See [Rule 9.1h](#)). Further information regarding posting requirements may be found in the HR Handbook, Staffing, *Chapter*

22, Requirements for Filling Job Vacancies, 22.3 Public Announcement of Job Vacancies, Job Appointment Conversion Policy.

4. Job Appointments shall not exceed four (4) years. For rational business reasons, the appointing authority may request an extension for a longer term job appointment. The long-term job appointment, when applicable, will remain as a non-permanent appointment as long as it exists and provides no entitlement or rights to the employee. The Commission may approve the request or delegate approval authority to the Director. The request must be submitted no later than the agency deadline for Commission requests.
5. Job Appointment extension requests due to lack of T.O. will be recommended for State Civil Service Commission approval for a one (1) year period only. The agency must obtain from the Division of Administration, Office of Planning and Budget, written approval or certification that funds are available for an extension of a job appointment. This documentation may be obtained via email and should be maintained in the employee's personnel file for audit purposes. The Director may also require agencies to terminate temporary appointments in accordance with [Rule 23.6c](#) in the event of a proposed layoff.
6. Job Appointments that are funded by grants that have a duration of 6 years or more, or recurring grants, will require State Civil Service Commission approval. Job appointments that are funded by grants that require renewal or application from year to year may be approved by the Director or will be referred to the Commission for approval, if necessary.
7. The agency should also avoid hiring an employee on job appointment long-term. Each job appointment must be based on a specific need and justification should reflect and support this need.

Example: An agency has entered into a rather lengthy project such as a system implementation that may last over 6 years. The agency prefers to hire employees on job appointment for the first 4 years and may or may not choose to reduce some of the originating staff for the remainder of the project. For this reason, the agency requests extension approval from the State Civil Service Commission for the remaining years of this project. **This is acceptable** because the agency has invested time, experience and training in the employees dedicated to this project.

For purposes of this policy standard, an "agency" shall be defined as any one of the twenty (20) major Executive Branch agencies, or any independent board, commission or authority.

8. Former employees may be placed on job appointment. However, if there are a series of actions which could lead to the reasonable conclusion that the employee's separation and subsequent temporary appointment were effected primarily for the purpose of retaining the employee in the same or equivalent position while giving the employee the benefit of the annual leave payment allowed under Civil Service [Rule 11.10](#), this activity will be reviewed by the State Civil Service Accountability Division. A rule violation may result in the removal of delegated authority to use job appointments without prior approval of the Director.

9. If a Department Preferred Reemployment List (DPRL) exists for the agency, a new job appointment shall be offered to the first person on the list. If the employee declines this temporary appointment, his name remains on the list. Each subsequent person on the DPRL is offered the appointment until one accepts. If no one accepts the appointment, the agency is then authorized to hire someone who is not on the DPRL. In accordance with Civil Service [Rule 17.25](#), the agency is required to offer the job appointment to employees on a DPRL for as long as the DPRL is valid.
10. State Civil Service recommends and encourages use of the new form "[Statement of Agreement and Understanding – Non-Permanent Classified Appointment](#)". As a best practice, agencies may find that this document provides clarity and information to the employee on the non-permanent appointment. If used, we recommend the following:
 - a. The Statement of Agreement and Understanding should be completed each time a job appointment is initiated and/or extended to reflect the period of appointment.
 - b. The form should be retained in the employee's personnel file.

Policy Standards for Classified WAE Appointments

These policy standards apply to the classified WAE Appointment per Civil Service [Rule 23.6](#). The intent of this rule is to provide flexibility to agencies when using classified WAE appointments as needed for anticipated work hours that will not exceed 1245 in a 12 month period. The agency has the option to use this type of appointment without seeking approval from the State Civil Service Director or the State Civil Service Commission, except for when the hours will exceed 1245 in the 12 month period.

Violation of the policy standards may result in a formal investigation and required corrective action.

1. Civil Service [Rule 23.6\(a\)](#) states only three (3) reasons for the use of a classified WAE appointment as follows:
 - a. to address filling the position in a regular manner,
 - b. to address an emergency, or
 - c. to address a work overload situation.

Justification shall be maintained at the agency, with appointing authority signature, explaining the need for use of a classified WAE appointment.

2. To establish a Classified WAE agencies should complete the [Classified WAE Position Description](#). If using a non-delegated job title the Classified WAE Position Description must be sent to SCS Compensation for allocation. All delegated actions should be sent to SCS Compensation within 30 days of action. These will be reviewed in delegated audits to ensure equity among job duties.
3. All classified WAE appointees must meet Minimum Qualifications for the job, however, a test score is not required.

4. The classified WAE appointment **shall not exceed 1245 hours** worked in a 12 month period. The number of hours (1245) follows the individual employee regardless of the agency in which employed.

The 12 month period begins upon the appointment date and continues for a twelve month period.

A subsequent 1245 hours cannot be established until a new 12 month period is established.

When the WAE appointment exists for 1245 hours or less and the agency has a need to establish a subsequent 1245 hour, 12 month appointment, the agency may, by its own authority, establish a subsequent 1245 hour, 12 month classified WAE appointment. Examples of the 12 month period are:

Example 1:

Employee John begins a classified WAE appointment at Agency A on 3/6/13. The 12-month period in which a total of 1245 hours may be worked is 3/6/13 through 3/5/14.

Example 2:

If John completes the work at Agency A on 6/5/13, and is appointed for work at Agency B on 7/3/13, John can only work the balance of hours to reach 1245 until 3/5/14.

Example 3:

John completes the assignment at Agency B on 3/5/14 with hours that did not exceed 1245. **It would be acceptable for Agency B to establish another 1245 hour, 12 month period classified WAE by its own authority. Agency B, in this situation, could utilize John for this new appointment.**

5. Agencies must monitor employee hours worked to ensure compliance with the 1245 hours in a 12 month period. When the need arises to verify the hours worked by an employee in a Classified WAE at another agency, agencies may utilize the [Certification of Classified WAE Hours Worked](#) form.
6. When it is determined that the employee is nearing the 1245 hours in a 12 month period and the agency determines that the work cannot be completed in the allotted 1245 hours, the agency may request, for rational business reasons, approval from the Civil Service Commission to exceed the 1245 hours within the already established 12 month period. The agency must submit the request timely and in advance of the expiration of the 1245 hours for consideration at the next available Civil Service Commission meeting. **Failure to comply with the time limitations may have unintended consequences such as termination of the appointment without any further approval to exceed 1245 hours.**

Example:

If John's appointment started on 3/6/13 and he exhausts the 1245 hours **prior to the end** of the 12 month period on 1/15/14 in Agency A, and the work is not

completed, the agency may, with justification, request approval from the Commission to exceed the 1245 hours for the remainder of the period until 3/5/14 to complete the work. Agency A must then establish an extended period for an extended number of hours as approved by the Commission. For example,

Original WAE appointment: 3/6/13 – 3/5/14
1245 hours reached: 1/15/14
Pd/Hrs to exceed 1245: 1/16/14 – 3/5/14; addl 100 hrs

Requires Commission approval

7. When approval has been granted to exceed 1245 hours in a 12 month period and the agency determines the need to establish a subsequent 1245 hour, 12 month period for the same position with the same duties, the agency must request approval from the Commission.

Example:

Original WAE appointment: 3/6/13 – 3/5/14
1245 hours reached: 1/15/14
Approval Pd/Exceed: 1/16/14 – 3/5/14; up to 100 hrs
New Appointment Pd: 3/6/14 – 3/5/15; 1245 hours

Requires Commission approval

8. Upon approval by the Civil Service Commission, the agency shall maintain approval information in the employee's personnel file for audit purposes.
9. Former employees may be placed on a classified WAE appointment. Agencies should maintain information as to the reason why the former employee was the best choice for the appointment. If there are a series of actions which could lead to the reasonable conclusion that the employee's separation and subsequent temporary appointment were effected primarily for the purpose of retaining the employee in the same or equivalent position while giving the employee the benefit of the annual leave payment allowed under Civil Service [Rule 11.10](#), this activity will be reviewed by the State Civil Service Accountability Division. A rule violation may result in the removal of delegated authority to use classified WAE appointments without prior approval of the Director.
10. If a Department Preferred Reemployment List (DPRL) exists for the agency, a new classified WAE appointment shall be offered to the first person on the list, per Civil Service [Rule 17.25](#). If the employee declines this temporary appointment, his name remains on the DPRL. Each subsequent person on the DPRL is offered the appointment until one accepts. If no one accepts the appointment, the agency is then authorized to hire someone who is not on the DPRL.
11. State Civil Service recommends and encourages use of the new form "[Statement of Agreement and Understanding – Non-Permanent Classified Appointment](#)". As a best practice, agencies may find that this document provides clarity and information to the employee on the non-permanent appointment. If used, we recommend the following:

- a. The Statement of Agreement and Understanding should be completed each time a 12 month appointment period is established and/or upon extension of the existing 1245 hours within a 12 month period.
 - b. The form should be retained in the employee's personnel file.
12. Classified WAE positions are not eligible for performance adjustments.

MINIMUM QUALIFICATIONS GLOSSARY

Accounting: Professional accounting involves the analysis of financial information and preparation of financial records and/or reports concerning the operating results of a business or public/private enterprise. An accountant analyzes financial information and prepares financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization. Financial information maintained, compiled and analyzed can include general ledger accounts as well as reports detailing the current and projected financial position of the enterprise. May also direct the activities of lower level clerical workers in performing bookkeeping tasks. Examples: Accountants, CPAs, financial auditors, Full Charge Bookkeeper-Someone preparing financial statements, such as income statements, balance sheets, etc. Someone doing budget 100% of the time is credited with accounting experience. Paraprofessional accounting: Bookkeeping/accounting/auditing clerks compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Administrative Services: Administrative Services includes jobs whose primary function is the support, provision or sustenance of a larger business (one large enough to encompass separate divisions providing support functions to the overall business) or public/private enterprise, not included in the primary function/purpose of the enterprise, particularly when that primary function is scientific or technical in nature.

Administrative Services includes the planning, directing or coordinating of one or more administrative service areas of an organization such as: budget preparation and control; human resources; purchasing; records and information management; mail distribution; facilities planning and maintenance; custodial/housekeeping operations; and other office support services.

An employee performing administrative services duties may: be involved in aiding an executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, or records control; study management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions; analyze unit operating practices, such as recordkeeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures; analyze jobs to delimit position responsibilities for use in wage and salary adjustments, promotions, and evaluation of workflow; study methods of improving work measurements or performance standards; coordinate collection and preparation of operating reports, such as time-and-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data; prepare reports including conclusions and recommendations for solution of administrative problems; issue and interprets operating policies; review and answer correspondence; assist in preparation of budget needs

and annual reports of organization; interview job applicants, conduct orientation of new employees, or plan training programs; direct services, such as maintenance, repair, supplies, mail, and files; or compile, store, and retrieve management data, using computer.

Examples of qualifying fields: Accounting, Auditing, Budget work, Buildings and Grounds support, Contract/Grants work, Dietary, Duplicating/Printing support, Facility Maintenance, Housekeeping and Laundry, Human Resources/Personnel, Information technology, Insurance, Inventory control, Mail operations, Motor pool/Vehicle/Fleet management, Property control, Purchasing/Procurement, Quality assurance, Records management, Rentals & leases, Risk management, Safety, Security, Telecommunications, Warehousing. We will also accept store managers, business managers, regional managers or district managers as experience in administrative services. NOTE: Managerial level experience in areas which are primarily technical such as engineering or science is not qualifying.

Advanced Level: experience gained in the role of leadworker; experience gained in a job assigned more complex duties/responsibilities than those found at the journeyman/experienced level.

Clerical: Structured work in support of an office or business such as filing, typing, cashiering, steno and receptionist duties. Of or pertaining to clerks or office workers. Work requiring knowledge of office systems and procedures. May include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, drafting correspondence, scheduling appointments, distributing mail, organizing and maintaining paper and electronic files, or providing information to callers and filing.

Experienced Level: experience gained after completion of training (usually one to two years); an employee working independently and assigned the full range and diversity of work. This is sometimes referred to as journeyman level experience.

Financial Auditing: The verification of the financial statements of a legal entity, with a view to express an audit opinion. The audit opinion is intended to provide reasonable assurance that the financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance with the financial reporting framework. The purpose of an audit is to enhance the degree of confidence of intended users in the financial statements. Professional financial auditing is the systematic examination and/or analysis of accounting records to ensure that industry standard procedures, policies, law and ethical guidelines are followed in the handling and reporting of financial activities.

Human Resources/Personnel: Is experience gained in an office whose sole responsibility is the administration of a comprehensive personnel program including many if not all of the following programs: employment recruitment, selection and placement; training; equal employment opportunity; disciplinary and grievance proceedings; classification and wage; payroll; labor relations; retirement benefits; and employee relations OR experience gained in an office whose sole responsibility is the administration of one aspect of a comprehensive personnel program, such as training, payroll or equal employment opportunity. Someone

performing human resources may do one of these activities as their sole job duty or they may perform a combination of these responsibilities as their sole job duties.

Insurance Claims Adjusting: Professional Insurance Claims Adjusting involves the investigation/examination of claims against an insurance company for personal, casualty, or property loss or damages and attempts to effect out-of-court settlement with claimant. Also involves the examination of the claim form and other records to determine insurance coverage, as well as investigation into claimant and witnesses; police and hospital records; and inspects personal or property damage to determine extent of company's liability, varying method of investigation according to type of insurance. Correspond with or interview medical specialists, agents, witnesses, or claimants to compile information. Calculate benefit payments and approve payment of claims within a certain monetary limit.

Insurance claims examining: The internal review of claims of policy owners for approval, adjustment, or denial.

Insurance Claims Processing: The reviewing of insurance-claim forms and related documents for completeness, missing data/information, as well as the transmission of such forms/documents for payment of claims or further investigation. Work may involve the calculation of the amount of the claim and acting as intermediary between insurance company and insured.

Law Enforcement: The prevention, investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws. It is the enforcement and ensuring of observance or obedience to the given laws of a specific governmental jurisdiction. This involves both the commissioned power of arrest as well as the ability to simultaneously carry a firearm. Examples of qualifying experience include Deputy Sheriffs, Sheriffs, and Municipal Police, Probation and Parole experience, Military Police, U.S. Air Force Security Forces, Shore Patrol, Air Police, and Master at Arms. In order to be considered qualifying experience, law enforcement must be the sole job duty.

Managerial Level Experience: usually refers to a second line supervisor.

Public Administration: experience gained while employed by any governmental agency.

Public Relations: is the professional maintenance of a favorable public image for an organization, individual or other entity, through public avenues, such as advertising and other similar public media. These efforts may also include support of arts, charitable causes, education, sporting events, and other civic engagements. May engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media. May prepare and arrange displays, and make speeches. May also plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plan and direct activities to solicit and maintain funds for special projects and nonprofit organizations.

Purchasing: Professional procurement or purchasing is experience that involves as the major duty the negotiation of price, quantity and quality with several vendors. It includes all functions that pertain to the acquisition, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases on contract administration and is the combined functions of purchasing, inventory control, traffic and transportation, receiving, receiving inspection, store keeping, and salvage and disposal operations. Selecting items from a list or catalog whereby the price, quantity and quality have been previously negotiated is classified as ordering and is not considered purchasing.

Social Services: Services designated to provide meaningful opportunities for social and economic growth of the disadvantaged sector of the population in order to develop them into productive and self-reliant citizens and promote social equity. Benefits and facilities such as education, food subsidies, health care, and subsidized housing provided by a government to improve the life and living conditions of the children, the disabled, the elderly, and the poor in the national community. Providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. Provides assessments, counseling, casework, and referral services. Guidance and counseling to people in crisis. May arrange adoptions and find foster homes for abandoned or abused children. Includes administrative social services which is planning, oversight, and administration of social services programs but do not involve direct clinical care or case management of clients. Social services training is also included.

Supervisory Experience: We make a difference between "experience equivalent to a supervisor," "experience at a supervisory level," and "experience supervising two or more professionals." When jobs require "experience at a supervisory level," or "experience equivalent to a supervisor," they need not claim subordinates to receive credit but need only occupy supervisory level jobs. On the other hand, when individuals apply for jobs requiring "experience supervising two or more professionals," we will only credit applicants occupying jobs at the supervisory level or higher with qualifying experience if they also claim the appropriate numbers and levels of subordinates on their application.