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GENERAL CIRCULAR NUMBER 2018-027

DATE: October 11, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Public Hearing to Amend Civil Service Rules 22.8(a), 22.3(b)3, 23.3(a)1, 23.4(a)1, and 23.5(b)1

This general circular serves as notice of proposed amendments to Civil Service Rules 22.8(a), 22.3(b)3, 23.3(a)1, 23.4(a)1, and 23.5(b)1. The State Civil Service (SCS) Commission will hold a public hearing regarding these proposals on Wednesday, November 7, 2018 at 9 a.m. These proposals will expand the current pool of candidates eligible for testing exemption and hiring under CS Rule 22.8(a) beyond those currently being served as “bona fide clients” of Louisiana Rehabilitation Services. In this way, State Civil Services seeks to support state agencies in their efforts to increase employment of individuals with disabilities under the State as a Model Employer initiative as set forth in Executive Order #18-08 by Governor Edwards.

This hearing will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on these proposals may do so at the public hearing, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the Civil Service Commission at civilservicecommission@la.gov. If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

Summary of Proposal

Please refer to the charts that follow for comparison between the current and proposed rule language.

Proposals to CS Rule 22.8(a) include the change in the requirement that candidates be a bona fide client of State Vocational Rehabilitation Service or Blind Services programs to an individual deemed eligible for services from the Louisiana Rehabilitation Services Program. In this way, SCS will broaden the pool of candidates eligible for this testing exemption and hiring under this rule.

Proposals to CS Rules 22.3(b)3, 23.3(b)3, 23.3(a)1, 23.4(a)1, and 23.5(b)1 are tied to the proposed changes in 22.8(a) and clarify the language used to refer to Louisiana Rehabilitation Services as the overall certifying program for individuals with disabilities.

Chapter 22: Requirements for Filling Job Vacancies	
Current Rule	Proposed Rule
Rule 22.3(b) – Public Announcement of Job Vacancies	Rule 22.3(b) – Public Announcement of Job Vacancies
<p>(b) A vacancy may be filled without public announcement in the circumstances listed below:</p> <p>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).</p>	<p>(b) A vacancy may be filled without public announcement in the circumstances listed below:</p> <p>3. Noncompetitive appointment of a client of a State Vocational Rehabilitation Services Program or a State Blind Services Program an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under provisions of Rule 22.8(a).</p>
Rule 22.8(a) – Exemptions from Testing Requirements	Rule 22.8(a) – Exemptions from Testing Requirements
<p>(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.</p>	<p>(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 an individual deemed eligible for services by the Louisiana Rehabilitation Services Program without the appointee’s attainment of any test scores normally required, provided the appointee meets the Minimum Qualifications of the job, and that the appointing authority 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. has documented the individual has been determined by the</p>

	Louisiana Rehabilitation Services Program as disabled to such an extent as to prohibit participation in the required test.
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Chapter 23: Appointments	
Current Rule	Proposed Rule
23.3 Probational Appointment	23.3 Probational Appointment
<p>(a) Probational appointments may be made without the use of a certificate:</p> <p>1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).</p>	<p>(a) Probational appointments may be made without the use of a certificate:</p> <p>1. Of a State Vocational Rehabilitation or a State Blind Services program client an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under Rule 22.8(a).</p>
23.4 Promotion	23.4 Promotion
<p>(a) Promotions may be made without the use of a certificate:</p> <p>1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).</p>	<p>(a) Promotions may be made without the use of a certificate:</p> <p>1. Of a State Vocational Rehabilitation or a State Blind Services program client an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under Rule 22.8(a).</p>
23.5 Job Appointment	23.5 Job Appointment
<p>(b) Job appointments may be made without the use of a certificate:</p> <p>1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).</p>	<p>(b) Job appointments may be made without the use of a certificate:</p> <p>1. Of a State Vocational Rehabilitation or a State Blind Services program client an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under Rule 22.8(a).</p>

Louisiana Rehabilitation Services (LRS) prioritizes those seeking services according to the level of assistances needed (Order of Selection (OOS) Categories 1 through 5) based upon the severity of

the individual's disability. Depending upon the LRS funding level, services are extended to those groups requiring the most extensive services first. Individuals in served categories are considered "clients" while individuals in other eligible but unserved OOS groups are placed on a waiting list. In FY 17/18, only OOS Category 1 was served. In FY 18/19, additional funding allocations will allow LRS to serve Categories 1, 2, and 3. By revising the current rule from "clients" to those "deemed eligible for services," the testing exemption will be extended to individuals who are in waiting list OOS categories, which in the current fiscal year applies to Groups 4 and 5. Determinations and documentation of eligibility for services and the existence of a disability that prohibits participation in the required test will be provided by LRS to the eligible individuals and/or hiring agencies.

Please distribute this general circular to all classified employees in your agency.

Sincerely,

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