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DATE: November 15, 2018

TO: Heads of State Agencies and Human Resources Directors

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

At its General Business meeting held on November 7, 2018, the State Civil Service Commission adopted proposed amendments to Civil Service Rules 22.3(b)3, 22.8(a), 23.3(a)1, 23.4(a)1, and 23.5(b)1, effective November 7, 2018.

The amendment to Civil Service Rule 22.8(a) included 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 has broadened the pool of candidates eligible for this testing exemption and hiring under this rule.

The amendments to Civil Service Rules 22.3(b)3, 23.3(b)3, 23.3(a)1, 23.4(a)1, and 23.5(b)1 were 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.

The amended rules shall read as follows:

Rule 22.3(b) – Public Announcement of Job Vacancies

(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 an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under provisions of Rule 22.8(a).

Rule 22.8(a) – Exemptions from Testing Requirements

(a) An appointing authority may fill a vacancy by probational appointment, job appointment or promotion of 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 has documented the individual has been determined by the Louisiana Rehabilitation Services Program as disabled to such an extent as to prohibit participation in the required test.

23.3 Probational Appointment

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

1. Of an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under Rule 22.8(a).

23.4 Promotion

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

1. Of an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under Rule 22.8(a).

23.5(b) Job Appointment

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

1. Of an individual deemed eligible for services by the Louisiana Rehabilitation Services Program under Rule 22.8(a).

If you have any questions concerning these rule amendments, please do not hesitate to contact your Staffing Consultant.

Sincerely,

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