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DATE: December 21, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Revised Definition of Administrative Services

This general circular serves as notification that State Civil Service is revising its definition for the qualifying field of administrative services when reviewing minimum qualifications for applicants for vacancies in the classified service as follows:

Definition of Administrative Services	
Previous Definition	Revised Definition – Effective January 1, 2019
Experience in functions that provide support for the primary purpose of an organization rather than directly contributing to it, particularly when that primary purpose is scientific or technical in nature	Experience involving a substantial amount of desk work in a (non-technical or scientific) office location

This revision, effective January 1, 2019, will allow more flexibility in qualifying applicants for job titles using this qualifying field, particularly those performing project or program management that previously would not have been adequate within our current definition. If you have any questions, please contact Aeli Poydras, Staffing Administrator, at Aeli.Poydras@la.gov or (225) 342-8550.

Sincerely,

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