



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2020-040

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**DATE:** June 5, 2020

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** COVID-19 – No. 29: State Civil Service Testing and Recruiting Center Updates

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As of Monday, June 15, 2020, the State Civil Service Baton Rouge Testing and Recruiting Center will resume walk-in testing. All testing appointments previously scheduled through June 12, will be honored for those individuals who have received a test confirmation from SCS staff. Beginning Monday, June 15, tests will be administered on a first come, first served basis. Two test sessions will continue to be administered Monday through Friday. At this time, testing is the only service that will be provided.

**All Saturday Test Centers will remain closed until further notice.**

Please note the following:

- Exams will be given at 8:00 am and 12:30 pm, Monday through Friday
- Seating will be limited, and test takers will be admitted on a first come, first served basis
- No test takers will be admitted into the office after the stated time of the exam. Allow adequate time to get through security before the test time
- No bags larger than 5" x 9" will be allowed in the building. This includes backpacks, briefcases, purses, etc.
- In order to receive a test score, you must apply for the test you wish to take in your job seeker account in LA Careers. Information on LA Careers and the process for applying for tests can be found at [www.jobs.civilservice.louisiana.gov](http://www.jobs.civilservice.louisiana.gov)
- You will be required to wear a mask to enter the building and for the duration of your presence in the building, including while testing
- A picture ID and proof of social security number will be required to test

If you have questions about these protocols, you may contact the Testing and Recruiting Center at (225) 925-1911 or Toll-Free at (866) 783-5462 and SCS staff can provide assistance.

State Civil Service will continue to monitor the developments and safety recommendations related to COVID-19 and provide updates to testing protocols as warranted. Please continue to check our website and social media platforms for updates/changes to the situation.

Sincerely,

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