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GENERAL CIRCULAR NUMBER 2021-023

DATE: June 15, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Implementation of New Protective Services Exam (PSE)

This circular serves as notification that State Civil Service (SCS) will be implementing a new test for designated protective service positions. We are currently planning the implementation of the new protective services test. This new exam, the Protective Services Exam (PSE---series 2100), will replace the current Law Enforcement and Protective Services Test (LEAPS---series 9500).

The last date for administration of the LEAPS will be July 30, 2021. Administration of the new PSE will begin Monday, August 2, 2021, at the SCS Testing and Recruiting Center. Our Saturday Test Centers in New Orleans, Opelousas, Lake Charles, Shreveport and West Monroe will begin administration during the month of August. Scheduled dates for each location can be found on our website at jobs.civilservice.louisiana.gov.

There will be a **transition period** for implementing the PSE that will last from **August 2 through September 30, 2021**.

AGENCIES may create postings in LA Careers during this transition period from August 2 through September 14, 2021, and the eligible lists will be based on old LEAPS grades. Applicants who do not have active LEAPS grades or test exemptions cannot apply for vacancies posted during this period. Agencies will not be able to create postings in LA Careers for current LEAPS jobs at all from September 15 through September 30, 2021.

APPLICANTS may apply for and take the new PSE during the transition period, but they will not receive grade notices until after September 30, 2021. This delay is necessary to build up the new eligible list. On October 1, 2021, the PSE grades will become active and may be used to apply to posted vacancies. Applicants cannot take the old LEAPS during this period. The last date for taking the LEAPS is July 30, 2021. Applicants wanting to apply to these vacancies during the transition period who do not already have an active LEAPS grade will need to take the LEAPS by July 30, 2021.

LA CAREERS WILL BE UNAVAILABLE FOR AGENCIES TO POST LEAPS JOBS AND FOR APPLICANTS TO APPLY FOR LEAPS JOBS FROM SEPTEMBER 15TH THROUGH SEPTEMBER 30TH.

On September 30, 2021, LEAPS scores presently active in LA Careers will expire. These scores will be unavailable to be used for probational or job appointments. Effective October 1, 2021, applicants will need a score for the PSE to be eligible to apply for these types of appointments. **All new scores for the PSE will have an expiration date of two years following the effective date of the test score.**

Candidates are strongly encouraged to test during the months of August and September 2021 to be assured they may apply for vacancies as soon as possible using the new PSE scores, starting October 1, 2021. Attached is the list of jobs that will require the PSE test in order to be hired. State agencies will not be able to create postings in LA Careers for job titles using the LEAPS from September 15 through September 30, 2021. This is to allow for system updates to reflect the test changes. Any posting using the LEAPS created in August or September 2021 must have a closing date no later than September 20, 2021. An agency may continue to fill vacancies from previous LEAPS postings and test scores with closing dates on or before September 20, 2021, until the normal eligible list expiration date passes which is 90 days (or 3 months) from the posting closing date. Continuous postings in LA Careers that use the current LEAPS must be inactivated by September 20, 2021.

On October 1, 2021, agencies will be allowed to post again for protective services job titles that are assigned to the new PSE. State Civil Service will make all necessary changes in the LA Careers system; therefore, the HR workflow of any posting created on October 1, 2021, may be processed as normal.

Important dates to remember are as follows:

- **July 30, 2021**—Last administration of the LEAPS (series 9500) required to be eligible to apply for vacancies posted during August and September.
- **August 2, 2021**—Administration of the PSE (series 2100) at the SCS Testing and Recruiting Center in Baton Rouge begins.
- **August 7, 2021**—Administration of the PSE (series 2100) at Saturday Centers begins. Check website for scheduled dates for each location.
- **September 15 through September 30, 2021**—Agencies cannot post in LA Careers for job titles covered by the LEAPS.
- **September 20, 2021**—All LEAPS vacancy postings must close and all LEAPS continuous job postings must be inactivated.
- **September 30, 2021**—Scores for the LEAPS expire.
- **October 1, 2021**—Scores for the PSE are active. Postings for job titles covered by the PSE can now be posted in LA Careers. PSE scores will now have an expiration period of two years.

- **December 20, 2021**—All LEAPS eligible lists expire from postings that closed on September 20, 2021.

Agency Human Resources representatives should direct questions to their Agency Relationship Manger.

Job seekers should direct questions to the SCS Testing and Recruiting Center at (225) 925-1911 or toll free at (886) 783-5462 or TDD at (800) 846-5277.

Sincerely,

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

PSE Job Titles (as of 6/15/21)

ATC AGENT 1

ATC AGENT 2

ATC AGENT 3

COMPLIANCE INSPECTOR 1

COMPLIANCE INSPECTOR 2

COMPLIANCE INSPECTOR 3

CRIMINAL INVESTIGATOR 1

CRIMINAL INVESTIGATOR 2

PARK RANGER 1

PARK RANGER 2

POLICE INVESTIGATOR

POLICE OFFICER 1--A

POLICE OFFICER 2--A

POLICE OFFICER 3--A

POLICE SERGEANT—A

WILDLIFE ENFORCEMENT AGENT

WILDLIFE ENFORCEMENT CADET

WILDLIFE ENFORCEMENT SENIOR AGENT