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GENERAL CIRCULAR NUMBER 2022-036

DATE: September 19, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2023 Election: SCS Commissioner – Employee Representative
Employee Records Preparation

The purpose of this general circular is to provide the Human Resources community with information regarding preparation for the upcoming State Civil Service Commissioner Election.

In 2023, state employees will have an opportunity to elect from amongst its ranks the employee member who will serve on the Civil Service Commission. The official call for the election will be issued on January 2, 2023. Only classified state employees with Human Resources (HR) system records on file with State Civil Service which indicate permanent status gained on or before December 3, 2022 will be eligible to vote in this election.

For this election, contingent upon the passage of the proposed changes to the governing provisions of the Administrative Code, ballots and information related to the election may be transmitted to some eligible voters via their official work email address rather than via U.S. Mail.

If the proposed rule change is approved, receiving election information via email will not be a requirement; rather, it will be a new option for voting that we hope will increase participation and decrease election-related costs. Two categories of employees will not be included in this option:

1. Those who do not have assigned state work email addresses, as identified by OTS or their employing agency; and
2. Employees who notify State Civil Service of their desire to opt-out of this option.

Ballots and election brochures will be emailed directly to employees at the email address reported by OTS or the employing agency or mailed directly to employees at the mailing address reported by the appointing authority to State Civil Service. Therefore, it is vital that LaGov-HR agencies make certain that the email and mailing addresses, social security numbers, contract elements and other permanent status indicator information are up-to-date. Non-LaGov agencies

should also make certain this information is up-to-date in their respective systems. By updating this information in the HR systems, Human Resources Directors can help to ensure that all eligible employees in their respective agencies have an opportunity to vote.

Questions about the election should be directed to Jackie Garrison at 225-342-8297 or via e-mail at Jackie.Garrison@la.gov.

Sincerely,

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