



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

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## GENERAL CIRCULAR NUMBER 2025-019

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**DATE:** April 3, 2025

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

**SUBJECT:** Implementation of Hiring Freeze – Executive Order No. 25-039

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In accordance with Governor Landry’s Executive Order [No. 25-039, Hiring Freeze – Executive Branch](#), “No vacancy in an existing or new position of employment within the executive branch of state government, that exists on or occurs after April 11, 2025, shall be filled or posted for filling without the express written approval of the Commissioner of Administration,” (Section 2(A)).

State agencies wishing to announce positions with the expectation of filling the position prior to the hiring freeze, must have positions posted on the LA Careers website by **Friday, April 4, 2025**. All requests for job postings should be sent to State Civil Service no later than 4 p.m. on Friday. This timeframe allows agencies to be in compliance with the minimum posting requirements set forth in Chapter 22 of the Civil Service Rules and the Governor’s Executive Order.

Any request to **post a position on LA Careers after April 4, 2025**, will require an **approved exemption** from the Commissioner of Administration, in accordance with **Section 2(C) of the Executive Order**.

State Civil Service is working closely with the Commissioner of Administration’s Office and will provide additional guidance on the exemption process once it becomes available.

Should you have any questions, please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Division Administrator, at (225) 342-8274.

Sincerely,

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