



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@civilservice.la.gov
civilservice.la.gov

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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Unclassified Job Codes for Students and Interns

To further support agencies in developing their internship programs, State Civil Service has created an additional unclassified job as follows, effective June 23, 2026:

| Job Code | Job Title | Occupational Group | EEO Code |
|----------|-----------|----------------------------|-------------------|
| 500011 | INTERN | C2, General Administrative | PR, Professionals |

The Intern job code should be used to designate unclassified positions that will be filled by students who will be gaining hands-on experience in their field of study. The State Civil Service [Internship Toolbox](#) has been updated to include further guidance on the use of the Intern job.

To note, agencies will also continue to use other unclassified job codes for Student Employees and Student Workers as explained in [General Circular 2017-044](#). The difference between these jobs and the new Intern will be the nature of work assigned, as designated by the EEO Code for the job. The following table provides a comparison of these three unclassified jobs and links to other State Civil Service resources that may be helpful.

| Job Code | Job Title | Occupational Group | EEO Category | Use When |
|--------------------------|------------------|------------------------------------|------------------------------|--|
| 507100 | STUDENT EMPLOYEE | A1 Clerical and Records Management | OC Administrative Support | Use when the Bona Fide Student is a student who is employed by a state agency other than the educational institution in which they are enrolled. |
| 509990 | STUDENT WORKER | A1 | OC Administrative Support | Use when the Bona Fide Student is a student who is employed by the |

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|--------|--------|---------------------------------|------------------|--|
| | | Clerical and Records Management | | education institution in which they are enrolled. |
| 500011 | INTERN | C2 General Administrative | PR Professionals | Use when the Bona Fide Student is participating in a structured internship program designed to provide career-related learning, professional development, and practical experience through meaningful work assignments related to a field of study or career interest. |

Questions regarding the Internship Toolbox may be directed to [Dr. Dana LeBherz](#), Division Administrator for the Learning, Performance, and Culture Division.

Sincerely,

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