



HR Handbook Update No. 2017 – 0009

Issue Date: June 30, 2017

To: Head of State Agencies and Personnel Officers

Subject: Update to Chapter 22

REASON FOR UPDATE: Civil Service Rule 22.4.1 titled “Criminal History Inquiry” has been added to the HR Handbook.

EFFECTIVE DATE: July 1, 2017

This update is to advise agencies of the revisions to Chapter 22 in the HR Handbook as a result of the adoption of Civil Service Rule 22.4.1 titled “Criminal History Inquiry”.

Under the provisions of 22.4.1, State Civil Service will allow the addition of supplemental questions related to felony convictions to the application for jobs which have a legal restriction to hiring candidates with such backgrounds as stated on the job specifications under Necessary Special Requirements or a similar note. A list of these jobs can be found using the link below.

For other jobs which have some form of legal restriction not reflected on the job specification but applicable to a particular position or agency setting, State Civil Service will allow the agency to add supplemental questions concerning convictions. In such cases, the agency will be required to document the legal restriction that serves as the basis for adding the question(s) in LA Careers. Documentation can be made through either a note in the exam plan or in the comments section of the requisition.

Rule by Rule Summary:

CS Rule 22.4.1: Criminal History Inquiry – This rule was adopted by the State Civil Service Commission effective July 1, 2017.

Job Aids and Resources:

[Fair Chance for Workers](#)

- The following documents has been edited to reflect the change in Staffing procedures.

If you have any questions regarding these updates, please contact your Staffing Consultant.

Sincerely,

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