

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

General Circular No. 001172

To: Heads of State Agencies and Human Resource Directors

Subject: Change In Test Announcement Schedules

Issue Date: November 18, 1994

Effective January 1, 1995, the Department of Civil Service will be changing the schedule used to open the Professional Entry Test ("PET") and the General Clerical Exam ("GCE") to application from the general public. The PET will be open to the public in January, April, May, August, September and December. The General Clerical Exam will be open to the public in February, March, June, July, October and November. Both exams will continue to be open to permanent state employees in all months of the year.

Also effective January 1, we will be expanding the open period for the Engineering Aide Test to February, March, June, July, October and November (same as the General Clerical Exam schedule).

We will also expand the open period for the following registers on the Clerical Supervisor Exam (series 4500): Clerical Supervisor Exam-A, Clerical Supervisor Exam-B and Administrative Specialist 1.

Attached is a calendar showing the new open periods for these major exams. Major exams which are continuously open to the general public are also reflected.

If you have any questions about these changes, please contact Bill Rowe, Chief of Examining at 504-342-8536, Linc 421-8536.

Civil Service Test Announcement Cycle - Effective 1/1/95:

Jan: PET, Clerical Supv A & B, Administrative Spec 1

Feb: General Clerical Exam, Engineering Aide

Mar: General Clerical Exam, Engineering Aide

Apr: PET, Clerical Supv A & B, Administrative Spec 1

May: PET, Clerical Supv A & B, Administrative Spec 1

Jun: General Clerical Exam, Engineering Aide

Jul: General Clerical Exam, Engineering Aide

Aug: PET, Clerical Supv A & B, Administrative Spec 1

Sep: PET, Clerical Supv A & B, Administrative Spec 1

Oct: General Clerical Exam, Engineering Aide

Nov: General Clerical Exam, Engineering Aide

Dec: PET, Clerical Supv A & B, Administrative Spec 1

The following exams will be continuously open to application by the general public during 1995.
Typing Careers Test (series 4002) Accounting Specialist (series 2027) Professional Accounting
Test (series 1000) Professional Auditors Test (series 1500) Law Enforcement and Protective
Services Test (series 5000) Social Services Specialist 2 (series 2522)

Sincerely,

Herbert L. Sumrall

Director

Attachment (The attachment will not be shown on the OPEN System, but will be mailed out
through regular general circular distribution.)