

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

May 13, 2009

This public document was published at a total cost of \$9.82. 33 copies of this public document were published in this 1st printing at a cost of \$.29 each. The total cost of all printings of this document including reprints is \$9.82. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to R.S. 43:31.

General Circular No. 1765

To: Heads of State Agencies and Human Resource Directors

Subject: State of Louisiana Application Form for Employment
New Job Posting Procedures

Issue Date: May 13, 2009

This general circular outlines two changes related to applying for classified positions in Louisiana State government. First, it establishes the new official job application form for classified positions. Second, it establishes new procedures for posting jobs in a career progression group.

State of Louisiana Application Form

As of the date of this general circular, the Standard Form 10 (SF10) application form will no longer be accepted when applying for a classified job in the State of Louisiana. The official form is the online application form in the LA Careers Application and Tracking system which can be found at www.jobs.la.gov or the paper equivalent form which is on the Job Seeker portal of our website at www.civilservice.la.gov/Forms/EmploymentApplication.pdf. It is very important to note that when applying via a paper application, the applicant must be sure to print and answer any supplemental questions associated with the posting and submit them along with their paper application. In the job posting, the supplemental questions can be found on the supplemental questions tab and under "Print Job Information". Applicants' failure to submit these questions could result in the rejection of their applications.

At this time, we will continue to accept the SF10 form **only** for purposes of establishing the Department Preferred Re-employment List in the situation of an agency layoff. Until further notice, employees will be allowed to submit either the SF10 form or the on-line LA Careers application form in order to fulfill the responsibility of employees affected in a layoff.

Job Postings for Positions in a Career Progression Group

Many classified job titles in Louisiana are included in a pre-defined list of titles, typically within a job series, that may be used to hire and reallocate employees for recruiting, training and retention purposes. The jobs in this list are referred to as jobs that participate in a career progression group.

As of the date of this general circular, agencies will be given the option to post jobs in a career progression group in one of three ways:

1. Create a separate job posting for each job in the group, create a separate eligible list for each level and hire a candidate from one of the created lists.
2. Create one posting for a job at a specific level, create an eligible list at the level of the posting and hire a candidate at the same level of the job posting. This method should be used if you are sure of the level at which you want to hire. When this method is used, this is the only level at which the hire can be made.
3. Create one job posting at the entry level for the position and include an explanation of the levels at which the position may be filled. The salary on the job posting will indicate “Depends on Qualifications”. In this case applications will be screened at the entry level and the eligible list will be created for that level also. This eligible list is to be used as the authority for the hire at any of the levels within the career progression group depending on the qualifications of the applicant.

For example, a position for Accountant 1, 2, 3 would have the following comment: *As part of a Career Progression Group, vacancies may be filled from this recruitment as an Accountant 1, 2 or 3 depending on the level of experience of the selected applicant. The maximum salary for the Accountant 3 is \$66,685. Please refer to the “Job Specifications” tab located at the top of the LA Careers “Current Job Opportunities page” for specific information on salary ranges, minimum qualification requirements and job concepts for each level.*

It will be important for job seekers to completely review all information in a job posting and follow all directions in order to be considered for jobs at the appropriate level.

For specific information on posting vacancies in a Career Progression Group, Human Resource offices should refer to the [Quick Sheet attached](#). Agencies may direct questions concerning the above information to their assigned Staffing Division Agency Assistance Consultant.

Sincerely,

s/Shannon S. Templet
Director