



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

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## HR Handbook Update No. 2019-0001

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**DATE:** March 26, 2019

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

**SUBJECT:** Update to Chapter 22 – LA Careers Job Posting Workflow

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**REASON FOR UPDATE:** Created procedural document and amended deadline to make a job posting live.

**EFFECTIVE DATE:** March 26, 2019

Due to the movement to the PODS Model, a procedural document outlining [LA Careers Job Posting Workflow](#) has been added to the HR Handbook under Chapter 22 – Procedures. This document goes through the requisition workflow from start to finish. Additionally, the deadline to make a posting live has been amended from 3 pm the same day to 12 pm the same day. If a request to make a posting live is received after 12 pm it will not be activated until the following business day.

If you have any questions, please contact Brandy Malatesta, Chief Operating Officer, at 225.342.8258.

Sincerely,

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