



Byron P. Decoteau, Jr., Director

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

HR Handbook Update No. 2021-0006

DATE: July 27, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 15

REASON FOR UPDATE: To provide clarification and guidance in the procedures and job aids due to the change in statewide reporting requirements for classified employees.

EFFECTIVE DATE: July 27, 2021

This notice is to inform agencies of updates to Chapter 15 of the HR Handbook, specifically the reporting requirements for classified employees.

As detailed in [General Circular 2021-033](#), State Civil Service is amending its statewide reporting requirements to include education-related information for all classified employees, effective August 2, 2021. SCS strongly encourages agencies to maintain this data for unclassified employees as well.

[Chapter 15: Effecting and Reporting Actions](#)

Procedures:

[Education Infotype Instructions](#)

- Created to instruct Human Resources on how to create and maintain the Education Infotype (IT0022) on both their current classified workforce and all new classified hires.

Job Aids and Resources:

[Methods of Reporting](#)

- Shortened to include only the methods of reporting data to State Civil Service.

[Classified Employee – Required Data Items](#)

- Created to clarify data items required to be reported to State Civil Service for classified employees.

Guidance for Education Reporting

- Created to explain the new education-related requirements:
 - Highest Level of Education Achieved
 - Type of Degree/Certification Obtained
 - Major Field of study (if degree is indicated)

Classified Employee Reporting and Approval

- Revised title of Job Aid to clarify which actions must be reported to State Civil Service, along with the appropriate approvals.

If you have any questions, please contact Jason Chapman, Applications & Data Management Division Administrator, by emailing Jasonk.Chapman@la.gov or calling (225) 342-8294.

Sincerely,

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