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HR Handbook Update No. 2026-0004

DATE: April 2, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 22

REASON FOR UPDATE: To improve consistency, clarity, and efficiency through improved formatting, clearer guidance, and standardized submission processes for Continuous Postings and requesting updates to Minimum Qualifications.

EFFECTIVE DATE: April 2, 2026

This notice is to inform agencies of the following update:

Chapter 22: Requirements for Filling Job Vacancies

- **Procedures:** [Continuous Posting Guidelines](#)
 - Expanded to include additional job titles exempt from justification requirements, along with formatting and layout improvements.
 - Additional job titles include:
 - Accountant 1 – 3
 - Accounting Specialist 1 – 2
 - Administrative Coordinator 1 – 4
 - Carpenter/Carpenter Master
 - Corrections Juvenile Food Production Worker
 - Engineer Intern Applicant – Engineer 5
 - Food Service Specialist 1 – 3
 - Horticultural Attendant
 - IT Statewide Systems Technician 1 – 3
 - Laboratory Technical Assistant 1 – 3
 - Laborer
- **Procedures:** [Continuous Posting Questionnaire](#)
 - Revised formatting and layout; added submission instructions.
- **Job Aids and Resources:** [Minimum Qualification Change Request Form](#) – **NEW**

- A new form was developed to standardize agency request submissions, ensuring consistency, clear justifications, and the collection of relevant data related to minimum qualification changes.
- This form replaces the previous Job Aid: Requests for Minimum Qualifications Change.

If you have any questions, please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Division Administrator.

Sincerely,

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