



Louisiana
SCS
State Civil Service

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GENERAL CIRCULAR NUMBER 2017-050

DATE: December 5, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: LA Careers – Temporary Outage for Pay Plan Maintenance

This circular serves as notification that the Department of State Civil Service will have a temporary outage period for posting classified job vacancies in the LA Careers online application system, due to maintenance associated with the implementation of the State's Classified Compensation Redesign Plan, as outlined in [General Circular 2017-022](#). This temporary outage will allow for updated pay plan information to be imported into the LA Careers system while allowing for a minimal disruption in posting time for agencies.

LA CAREERS WILL BE UNAVAILABLE FOR AGENCIES TO POST CLASSIFIED JOB VACANCIES FROM DECEMBER 27, 2017 THROUGH JANUARY 1, 2018.

APPLICANTS will be able to apply to all classified postings made live prior to December 27, 2017, in LA Careers during this period. New classified postings created after this date will not be made live during this period. Posting for unclassified vacancies will be unaffected during this period.

Posting in LA Careers for classified vacancies may resume on January 2, 2018. The pay information on postings created on or after this date will reflect the newly effective pay range minimums.

Due to the official state holidays on December 25 and 26, requests to make postings live prior to December 27, 2017, should be received by the Staffing Division through the normal workflow process by 3pm on December 22. Agencies sending requests for postings to be made live from December 27, through January 1, will be notified that these postings will not be made live.

Important dates to remember are as follows:

- December 22, 2017—Requests for classified vacancies to be made live in LA Careers prior to the maintenance outage should be received by 3pm on this date.

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- December 27, 2017—No classified vacancies are made live in LA Careers from this date until January 1, 2018.
- January 2, 2018—Resumption of posting of classified vacancies in LA Careers.

Agency Human Resources representatives should direct questions to the Staffing Division at (225) 342-8274 or they may contact their assigned Staffing Consultant directly.

Job seekers should direct questions to the Baton Rouge Information and Testing Office at (225) 925-1911 or Toll Free at (886) 783-5462 or TDD at (800) 846-5277.

Sincerely,

s/Byron P. Decoteau, Jr.
Director