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GENERAL CIRCULAR NUMBER 2018-010

DATE: May 11, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Reporting of Appointments Made Per Civil Service Rule 5.9

State agencies who have promulgated a policy under State Civil Service Rule 5.9 for Dual Career Ladder (DCL) jobs shall report all activities under such policy for the fiscal year ending June 30, 2018, to State Civil Service by July 31, 2018. Reported information should include the following:

- Progress toward DCL program goals
- DCL participant performance standards
- DCL participant selection procedures
- Scope of DCL program use

The DCL Annual Reporting Form can be found by clicking [HERE](#). Completed forms may be sent by email to compreports@la.gov. If you have any questions regarding the DCL Annual Reporting Form, you may contact Amber Gorham at (225) 342-8260 or amber.gorham@la.gov.

Sincerely,

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