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GENERAL CIRCULAR NUMBER 2019-043

DATE: December 12, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Public Hearing to Amend Civil Service Rules 22.3(b)13, 22.8(c), 23.3(a)5, and 23.5(b)5

This general circular serves as notice of proposed amendments to Civil Service Rules 22.3(b)13, 22.8(c), 23.3(a)5, and 23.5(b)5. The State Civil Service (SCS) Commission will hold a public hearing regarding these proposals on Wednesday, January 8, 2020, at 9 a.m. Currently, applicants who have attained a 3.5 GPA or higher for a baccalaureate degree may be hired into a probational appointment or job appointment without public announcement or use of a certificate, and they may be exempted from testing requirements in certain circumstances, as explained by Rule 22.8(c). The proposed amendments to these rules will apply this same exemption to applicants who have attained a 3.5 GPA or higher for a graduate degree from an accredited university program.

This hearing will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on these proposed rules may do so at the public hearing, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the Civil Service Commission at civilservicecommission@la.gov. If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

Summary of Proposal

Please refer to the charts that follow for comparison between the current and proposed rule language.

Chapter 22: Requirements for Filling Job Vacancies	
Current Rule	Proposed Rule
Rule 22.3(b)13 – Public Announcement of Job Vacancies	Rule 22.3(b)13 – Public Announcement of Job Vacancies

<p>(b) A vacancy may be filled without public announcement in the circumstances listed below:</p> <p>13. Probational or job appointment of an applicant who has attained a 3.5 GPA or higher for a baccalaureate degree and meets all other requirements of Rule 22.8(c) for exemption from testing.</p>	<p>(b) A vacancy may be filled without public announcement in the circumstances listed below:</p> <p>13. Probational or job appointment of an applicant who has attained a 3.5 GPA or higher for a baccalaureate <u>or graduate</u> degree <u>from an accredited university</u> and meets all other requirements of Rule 22.8(c) for exemption from testing.</p>
<p>Rule 22.8(c) – Exemptions from Testing Requirements</p>	<p>Rule 22.8(c) – Exemptions from Testing Requirements</p>
<p>(c) An applicant who meets the Minimum Qualifications and has obtained a baccalaureate degree from an accredited college or university with an overall grade-point average (GPA) of 3.5 or higher, as verified by official transcript, may be appointed by probational appointment or job appointment without taking any Director administered test normally required provided that the job to which he is appointed is a professional level job for which possession of the baccalaureate degree alone is sufficient to meet the Minimum Qualifications or a professional level job at the experienced or advanced level requiring up to, but not more than three years of professional level experience beyond the degree.</p>	<p>(c) An applicant who meets the Minimum Qualifications and has obtained a baccalaureate <u>or graduate</u> degree from an accredited college or university with an overall grade-point average (GPA) of 3.5 or higher, as verified by official transcript, may be appointed by probational appointment or job appointment without taking any Director administered test normally required provided that the job to which he is appointed is a professional level job for which possession of the baccalaureate degree alone is sufficient to meet the Minimum Qualifications or a professional level job at the experienced or advanced level requiring up to, but not more than three years of professional level experience beyond the degree.</p>
<p style="text-align: center;">Chapter 23: Appointments</p>	
<p style="text-align: center;">Current Rule</p>	<p style="text-align: center;">Proposed Rule</p>
<p>23.3(a)5 – Probational Appointment</p>	<p>23.3(a)5 – Probational Appointment</p>
<p>(a) Probational appointments may be made without the use of a certificate:</p> <p>5. Of applicants who have attained a 3.5 GPA or higher for a baccalaureate degree and meet all other requirements of Rule 22.8(c) for exemption from testing.</p>	<p>(a) Probational appointments may be made without the use of a certificate:</p> <p>5. Of applicants who have attained a 3.5 GPA or higher for a baccalaureate <u>or graduate</u> degree <u>from an accredited university</u> and meet all other</p>

	requirements of Rule 22.8(c) for exemption from testing.
23.5(b)5 – Job Appointment	23.5(b)5 – Job Appointment
(b) Job appointments may be made without the use of a certificate: 5. Of applicants who have attained a 3.5 GPA or higher for a baccalaureate degree and meet all other requirements of Rule 22.8(c) for exemption from testing.	(b) Job appointments may be made without the use of a certificate: 5. Of applicants who have attained a 3.5 GPA or higher for a baccalaureate <u>or graduate</u> degree <u>from an accredited university</u> and meet all other requirements of Rule 22.8(c) for exemption from testing.

Please distribute this general circular to all classified employees in your agency.

Sincerely,

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