



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2020-002

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**DATE:** January 8, 2020

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Amendments to Civil Service Rules 22.3(b)13, 22.8(c), 23.3(a)5, and 23.5(b)5

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At its General Business meeting held on January 8, 2020, the State Civil Service Commission adopted proposed amendments to Civil Service Rules 22.3(b)13, 22.8(c), 23.3(a)5, and 23.5(b)5, effective January 8, 2020.

The amendments allow applicants who have attained a 3.5 GPA or higher for a baccalaureate or graduate degree from an accredited university to 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 amended rules read as follows:

### **Rule 22.3(b)13 – Public Announcement of Job Vacancies**

(b) A vacancy may be filled without public announcement in the circumstances listed below:

13. Probational or job appointment of an applicant who has attained a 3.5 GPA or higher for a baccalaureate or graduate degree from an accredited university and meets all other requirements of Rule 22.8(c) for exemption from testing.

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### **Rule 22.8(c) – Exemptions from Testing Requirements**

(c) An applicant who meets the Minimum Qualifications and has obtained a baccalaureate or graduate 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.

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**23.3(a)5 – Probational Appointment**

(a) Probational 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 or graduate degree from an accredited university and meet all other requirements of Rule 22.8(c) for exemption from testing.

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**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 or graduate degree from an accredited university and meet all other requirements of Rule 22.8(c) for exemption from testing.

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Should you have any questions about the amendments, please contact your agency's Human Resources Office or your Agency Relationship Manager.

Sincerely,

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