



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2020-004

DATE: January 14, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Job Posting Request System Implementation

State Civil Service continuously strives to provide innovative and efficient workforce solutions to our customers. Our most recent efficiency includes expanding on the current services we provide to human resource professionals through the HR Info Portal. State Civil Service is proud to announce that we have successfully implemented an electronic Job Posting Request (JPR) System accessible through the [HR Info Portal](#). This general circular is being issued to notify state agencies of important information regarding the transition of job posting requests to the new JPR System.

- Effective January 21, 2020, all job posting requests must be submitted using the new JPR System via the HR Info Portal. Detailed instructions on how to utilize the new system can be found [here](#).
 - Paper agencies will reference the [Paper Agency Job Posting Request Instructions](#) for specifics on how to submit job postings through the current Paper Agency Portal.
- Effective January 21, 2020, the following workflow email addresses will be deactivated: SCS-LaCareersWorkflow1@la.gov, SCS-LaCareersWorkflow2@la.gov, SCS-LaCareersWorkflow3@la.gov and SCS-LaCareersWorkflow4@la.gov.
- The following documents have been updated to reflect procedure revisions resulting from the implementation of the new JPR System and will be updated in conjunction with the January 21, 2020 transition effective date.
 - HR Handbook
 - Chapter 22 – Procedures: [LA Careers Job Posting Workflow](#)

- Paper Agency Resources
 - [Paper Agency Job Posting Request Form](#)
 - [Paper Agency Instruction and Information Sheet](#)

If you do not have a user ID and password to log into the HR Info Portal, please contact SCS-MISADM@la.gov.

If you have any questions concerning the information in this circular, please contact your Agency Relationship Manager.

Sincerely,

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