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GENERAL CIRCULAR NUMBER 2021-016

DATE: April 27, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Discontinuation of the Accounting Paraprofessional Test

This general circular serves as notification that the Department of State Civil Service will discontinue the use of the Accounting Paraprofessional Test (APT), effective April 30, 2021. This will entail removing the Accounting Paraprofessional Test (APT) from the Accounting Paraprofessional job titles as well as no longer administering the APT at the Testing and Recruiting Center and Saturday Test Centers.

Over the past several months, the Department of State Civil Service has reviewed the recruitment process for the Accounting Paraprofessional job series, specifically the evaluation of selection processes for these job titles. As a result of research found through data in the LA Careers system, survey results from agency users, and feedback from state agencies during agency meetings and agency consultation, SCS has made the decision that removal of the APT will aid agencies in being able to staff their paraprofessional Accounting positions more efficiently.

Implementation Instructions

Effective April 30, 2021, eligible lists created from postings in LA Careers for job titles presently using the APT will no longer contain candidate score information for this test. These job titles are:

- ACCOUNTING SPECIALIST 1
- ACCOUNTING SPECIALIST 2
- ACCOUNTING TECHNICIAN
- ACCOUNTING SPECIALIST SUPERVISOR

State agencies may continue to create postings in LA Careers for these job titles prior to April 30, 2021. However, all eligible lists from these postings after April 30, 2021, will not contain APT score information.

Continuous postings in LA Careers that use the APT must be inactivated by April 29, 2021, due to system administration. SCS staff will proactively inactivate all continuous postings using the APT on April 29, 2021. You may recreate such postings on or after April 30, 2021.

Effective April 30, 2021, our Testing and Recruiting Center and Saturday Test Centers will cease administering the APT. On this date, applicants will no longer need an APT score to qualify for a

paraprofessional Accounting job title. This means that all applicants meeting the minimum qualifications for the applicable job will be placed on the eligible list regardless of a past APT score or lack of APT score.

An agency may continue to fill vacancies from eligible lists created from previous APT postings and test scores with closing dates on or before April 30, 2021, until the normal eligible list expiration date passes which is 90 days (or 3 months) from the posting closing date. Note that such lists will contain only those applicants originally placed on them by the testing and minimum qualifications requirements at the time they were created.

Important Dates to Remember

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| Last Day of APT Testing | April 29, 2021 |
| All current continuous postings with APT must be closed | April 29, 2021 <i>Agencies may recreate postings beginning on April 30, 2021</i> |
| Applicants no longer require a test score for the following job titles: <ul style="list-style-type: none"> ○ ACCOUNTING SPECIALIST 1 ○ ACCOUNTING SPECIALIST 2 ○ ACCOUNTING TECHNICIAN ○ ACCOUNTING SPECIALIST SUPERVISOR | April 30, 2021 |
| Eligible lists will no longer contain APT score information | April 30, 2021 |

Should you have any questions, please free to contact your Agency Relationship Manager or [Nicole Tucker](#), Chief Operating Officer.

Sincerely,

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