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GENERAL CIRCULAR NUMBER 2022-053

DATE: December 2, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2023 State Civil Service Commission Election – Employee Representative,
FINAL REMINDER to Update Employee Records

This general circular serves as the final reminder to the Human Resources community of the upcoming election for the classified state employee member of the State Civil Service Commission. The call for the election will be issued on January 2, 2023. Only classified state employees with human resources system records which indicate permanent status gained on or before December 3, 2022, will be eligible to vote in this election.

For this election, in accordance with the updated governing provisions of the LA Administrative Code 40:XXVII.101, election information and ballots shall be transmitted to qualified classified employee voters via their official work email address as maintained by their employing agency. Only employees without a validated work email address and those who express a preference to opt out of receiving information via email will receive election information and ballots via the U.S. mail.

Election information and ballots will be emailed directly to employees at the work email address reported by the Division of Administration—Office of Technology Services (OTS) or by the employing agencies for those employees without work email addresses within the OTS consolidated email system.

For employees who will be receiving election information and ballots by U.S. mail, the mailing address reported by the employing agency to State Civil Service will be used.

It is vital that LaGov-HR agencies make certain that the work email and mailing addresses, social security numbers, contract elements, and other permanent status indicator information are up-to-date. Non-LaGov agencies should also make certain this information is up-to-date in their respective systems. By updating this information in the HR systems, Human Resources Directors can help to ensure that all eligible employees in their respective agencies have an opportunity to vote.

Please ensure that all updates and changes are completed in your HR Information System by January 3, 2023.

Questions about the election should be directed to the Election Coordinator at (225) 342-8297 or via email at Election.Coordinator@la.gov.

Sincerely,

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