



Byron P. Decoteau, Jr., Director

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

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DATE: September 29, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Procedures for Filling Positions Under Rule 22.2

This general circular serves as a reminder to Appointing Authorities and Human Resources Directors of Civil Service Rule 22.2. According to provisions of this rule, an appointing authority shall obtain approval from the State Civil Service Director before making a permanent appointment to any job at or above MS-524, AS-623, SS-422, PS-120, WS-223, or TS-319 between the date of any election for a statewide elected office (October 14, 2023) through Inauguration Day (January 8, 2024).

The following chart indicates the types of permanent appointments that need prior approval of the Director.

Approval Needed	No Approval Needed
<ul style="list-style-type: none"> • Permanent appointment following probationary period <i>SCS Rule 9.2</i> • Promotion <i>SCS Rule 23.4</i> • Demotion <i>SCS Rule 23.14</i> • Reassignment <i>SCS Rule 23.10(a)</i> • Transfers with permanent status <i>SCS Rule 23.8</i> • Change in Duty Station <i>SCS Rule 23.11</i> • Position number change <i>SCS Rule 23.10(b)</i> • Noncompetitive reemployment <i>SCS Rule 23.13</i> 	<ul style="list-style-type: none"> • Classified WAE <i>SCS Rule 23.6</i> • Detail to special duty <i>SCS Rule 23.12</i> • Probational appointment <i>SCS Rule 23.3</i> • Job appointment <i>SCS Rule 23.5</i> • Temporary Inter-Departmental Assignment <i>SCS Rule 23.9</i>

Agencies may post for jobs at or above MS-524, AS-623, SS-422, PS-120, WS-223 or TS-319. However, agencies are required to receive approval from the Director prior to making **any permanent appointments** to jobs at those levels.

The request process will be handled as follows:

- Appointments into positions affected by this rule shall receive approval from the Director prior to the effective date of the appointment by means of the [Request for SCS Director Approval to Fill Vacancies Prior to Election Form](#).
- Agencies are to submit request forms to [Ashton Brown](#) or [Makayla Harris](#).
- Agencies will be notified via email of the Director's decision.

If you have any questions, please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Administrator, or [Makayla Harris](#), Talent Acquisition and Workforce Development Assistant Division Administrator.

Sincerely,

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