



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

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## GENERAL CIRCULAR NUMBER 2023-058

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**DATE:** October 23, 2023

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

**SUBJECT:** How Classified State Employees Should Apply for Unclassified Managerial Positions (La. R.S. 42:68)

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As part of its responsibilities under [La. R.S. 42:68](#), the Department of State Civil Service is required within sixty days after each election for governor to submit to the governor-elect a list of employees in the classified service who are eligible for and desire to apply for appointment to a position of management in the unclassified service. The governor-elect may consult this list in making his appointments to unclassified management positions within the executive branch of state government and may make the list available to secretaries or other heads of departments.

Interested applicants must submit an application to the Department of State Civil Service no later than **December 8, 2023**. Applicants may attach a cover letter and/or resume to accompany their application stating the employee's interest in applying for "2024 Unclassified Executive Positions (La. R.S. 42:68)." Any candidate for whom an application is not received by December 8, 2023, will have to express their interest directly to the governor-elect's staff. Applications may be submitted from October 23 until December 8, 2023, using the [LA Careers Online Application System](#), and applying for "2024 Unclassified Executive Positions (La. R.S. 42:68)."

**APPLICANTS MUST** currently be a classified state employee in supervisory positions or positions at other levels of management of major programmatic functions within an agency and meet the minimum qualifications for management personnel set forth in [La. R.S. 42:67.1](#):

- (1) A bachelor's degree from an accredited college or university; however, appropriate work experience related to the position of appointment or employment may be substituted on a year for year basis for such degree.
- (2) Three years of responsible managerial experience.

The Department of State Civil Service will forward to the governor-elect no later than December 13, 2023, the following:

1. A list of applicants
2. The resumes

Agencies are urged to post this General Circular prominently so those qualified employees who are interested in applying for an appointment to a management position in the unclassified service may apply at the earliest possible date. Your cooperation in carrying out the legislative mandate of this Act is appreciated.

If you have any questions, you may contact Makayla Weber-Harris, Talent Acquisition and Workforce Development Assistant Division Administrator at (225) 219-9449 or by email at [Makayla.Harris@la.gov](mailto:Makayla.Harris@la.gov).

Sincerely,

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