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GENERAL CIRCULAR NUMBER 2023-065

DATE: November 20, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Removal of the Professional Level Exam (PLE) and the Office Support Exam (OSE)

This general circular serves as notification that the Department of State Civil Service will discontinue the use of the Professional Level Exam (PLE) and the Office Support Exam (OSE), effective January 1, 2024. Consequently, the PLE and OSE requirements will be removed from job titles currently utilizing these exams, and State Civil Service will cease administering these tests. Effective January 1, 2024, all agencies will have access to the SCS Hiring Framework, an innovative, research-based suite of structured recruiting and hiring tools, designed to help agencies enhance the evaluation of an applicant's knowledge, skills, and abilities.

Important dates and information regarding this process follows:

1. Prior to January 1, 2024:

- The latest date to post a vacancy that includes the PLE or OSE as a requirement is December 15, 2023, by 12 noon. This is the final date to allow five full days for the posting to be advertised on the SCS website before the PLE and OSE are discontinued.
- **State agencies will be unable to create new job postings that are currently covered by the PLE or OSE from December 16, 2023, through December 31, 2023.**
- Continuous postings in LA Careers that presently require the PLE or OSE will be inactivated on December 22, 2023. SCS staff will ensure that all continuous postings currently using PLE or OSE scores will be updated to have a closing date of December 22, 2023. Agency personnel may recreate these postings on or after January 1, 2024.
- Effective December 23, 2023, the SCS Testing and Recruiting Center and Saturday Test Centers will no longer administer the PLE or OSE.

2. January 1, 2024, and after:

- Applicants will not require an OSE score to qualify for clerical and administrative support job titles.
- Applicants will not require a PLE score to qualify for entry to mid-level professional job titles.
- Applicants meeting the minimum qualifications for the applicable job will be placed on the eligible lists.
- Eligible lists created from job postings in LA Careers for job titles presently using the PLE or OSE will no longer include test score data for candidates.
- Agencies may continue to fill vacancies from eligible lists created from previous PLE or OSE postings and test scores with closing dates on or before December 22, 2023, until the normal eligible list expiration date passes, which is 90 days (or 3 months) from the job posting's 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.***
- All agencies will have access to the full SCS Hiring Framework suite.
- HR Departments are required to implement Steps 1-3 of the SCS Hiring Framework for postings previously requiring the PLE or OSE. Job titles with this requirement will be notated in the [Job Information and Test Finder](#).

Additional information and resources on the implementation of the SCS Hiring Framework will be forthcoming in a future general circular.

Important Dates to Remember

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| <i>December 15, 2023, by 12pm (noon)</i> | <i>Last date for agencies to post a vacancy that includes the PLE or OSE as a requirement for eligibility.</i> |
| <i>December 16, 2023—December 31, 2023</i> | <i>Agencies will be unable to post vacancies for job titles that require the PLE or OSE.</i> |
| <i>December 22, 2023</i> | <i>The final date the PLE will be administered.</i> |

December 22, 2023

All job postings requiring the PLE or OSE will close, and all continuous postings currently covered by the PLE will be inactivated.

January 1, 2024

Advertised job postings will no longer require PLE or OSE scores and eligible lists for these job titles will no longer contain score information for the PLE or OSE.

SCS Hiring Framework Steps 1-3 required for all jobs previously requiring the PLE or OSE

March 22, 2024

All eligible lists containing PLE or OSE score information will expire from postings that closed on December 22, 2023.

Agency Human Resources representatives should direct their questions to [Julie Ryan](#), Testing and Recruiting Administrator, or [Ashton Brown](#), Talent Acquisition and Workforce Development Administrator.

Job seekers should direct their questions to the SCS Testing and Recruiting Center at (225) 925-1911 or toll-free at (886) 783-5462 or TDD at (800) 846-5277.

Sincerely,

s/Byron P. Decoteau, Jr.
Director

Office Support Exam (OSE) Job Titles (as of 11/15/23)

| | |
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| 168000 | ADMINISTRATIVE ASSISTANT 1 |
| 168010 | ADMINISTRATIVE ASSISTANT 2 |
| 168020 | ADMINISTRATIVE ASSISTANT 3 |
| 168030 | ADMINISTRATIVE ASSISTANT 4 |
| 168080 | ADMINISTRATIVE ASSISTANT 5 |
| 171200 | ADMINISTRATIVE ASSISTANT 6 |
| 168040 | ADMINISTRATIVE COORDINATOR 1 |
| 168050 | ADMINISTRATIVE COORDINATOR 2 |
| 168060 | ADMINISTRATIVE COORDINATOR 3 |
| 168070 | ADMINISTRATIVE COORDINATOR 4 |
| 171290 | COMMUNICATIONS OFFICER 1 |

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| 157970 | HEALTH INFORMATION PROCESSOR 1 |
| 171120 | HEALTH INFORMATION PROCESSOR 2 |
| 171130 | HEALTH INFORMATION PROCESSOR 3 |
| 157290 | HOSPITAL ADMISSIONS TECHNICIAN 1 |
| 157300 | HOSPITAL ADMISSIONS TECHNICIAN 2 |
| 157310 | HOSPITAL ADMISSIONS TECHNICIAN 3 |
| 157760 | INSURANCE TECHNICIAN 1 |
| 157770 | INSURANCE TECHNICIAN 2 |
| 147300 | POLICE RADIO DISPATCHER |
| 160420 | STATISTICAL TECHNICIAN 1 |
| 160430 | STATISTICAL TECHNICIAN 2 |

Professional Level Exam (PLE) Job Titles (as of 11/15/23)

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| 170680 | ADMINISTRATIVE PROGRAM MANAGER 1 |
| 168090 | ADMINISTRATIVE PROGRAM SPECIALIST-A |
| 168100 | ADMINISTRATIVE PROGRAM SPECIALIST-B |
| 168110 | ADMINISTRATIVE PROGRAM SPECIALIST-C |
| 164010 | AGRICULTURE PROGRAM SPECIALIST 1 |
| 164020 | AGRICULTURE PROGRAM SPECIALIST 2 |
| 131650 | AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 1 |
| 131660 | AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 2 |
| 173930 | AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 3 |
| 150780 | ALCOHOL TOBACCO CONTROL PROSECUTOR |
| 167730 | ARCHIVES SPECIALIST A |
| 167740 | ARCHIVES SPECIALIST B |
| 167750 | ARCHIVES SPECIALIST C |
| 171690 | ATC ENFORCEMENT ANALYST 1 |
| 171700 | ATC ENFORCEMENT ANALYST 2 |
| 139690 | BUDGET ANALYST 1 |
| 139700 | BUDGET ANALYST 2 |
| 139730 | BUDGET ANALYST 3 |
| 171430 | BUDGET ANALYST 4 |
| 170580 | BUSINESS DEVELOPMENT OFFICER 1 |

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| 170590 | BUSINESS DEVELOPMENT OFFICER 2 |
| 170600 | BUSINESS DEVELOPMENT OFFICER 3 |
| 162260 | COASTAL RESOURCES PROGRAM SPECIALIST 1 |
| 162270 | COASTAL RESOURCES PROGRAM SPECIALIST 2 |
| 162280 | COASTAL RESOURCES PROGRAM SPECIALIST 3 |
| 165300 | COMMERCIAL SPECIALIST A |
| 165310 | COMMERCIAL SPECIALIST B |
| 166410 | COMMERCIAL SPECIALIST C |
| 161100 | COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 1 |
| 161090 | COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 2 |
| 161080 | COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 3 |
| 171010 | COMPLIANCE INVESTIGATOR 1 |
| 171020 | COMPLIANCE INVESTIGATOR 2 |
| 171030 | COMPLIANCE INVESTIGATOR 3 |
| 172060 | COMPLIANCE INVESTIGATOR 4-A |
| 158590 | COMPLIANCE PROGRAMS SPECIALIST 1 |
| 158600 | COMPLIANCE PROGRAMS SPECIALIST 2 |
| 158610 | COMPLIANCE PROGRAMS SPECIALIST 3 |

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| 165650 | CONSERVATION ENFORCEMENT SPECIALIST 1 |
| 165660 | CONSERVATION ENFORCEMENT SPECIALIST 2 |
| 165670 | CONSERVATION ENFORCEMENT SPECIALIST 3 |
| 160200 | CONTRACTS/GRANTS REVIEWER 1 |
| 160210 | CONTRACTS/GRANTS REVIEWER 2 |
| 166140 | CONTRACTS/GRANTS REVIEWER 3 |
| 166150 | CONTRACTS/GRANTS REVIEWER 4 |
| 164620 | CORRECTIONS ARDC SPECIALIST 1 |
| 164450 | CORRECTIONS ARDC SPECIALIST 2 |
| 171060 | CORRECTIONS ARDC SPECIALIST 3 |
| 121610 | CORRECTIONS CLASSIFICATION OFFICER 1 |
| 121640 | CORRECTIONS CLASSIFICATION OFFICER 2 |
| 171080 | CORRECTIONS CLASSIFICATION OFFICER 3 |
| 125430 | CRIMINAL JUSTICE POLICY PLANNER 1 |
| 153920 | CRIMINAL JUSTICE POLICY PLANNER 2 |
| 157050 | CRIMINAL JUSTICE POLICY PLANNER TRAINEE |
| 162060 | CULTURAL PROGRAM ANALYST 1 |
| 162070 | CULTURAL PROGRAM ANALYST 2 |
| 113150 | CULTURAL PROGRAM COORDINATOR |
| 158430 | DISEASE INTERVENTION SPECIALIST 1 |
| 158440 | DISEASE INTERVENTION SPECIALIST 2 |
| 158450 | DISEASE INTERVENTION SPECIALIST 3 |
| 172450 | DOTD PROGRAM SPECIALIST 1 |
| 172460 | DOTD PROGRAM SPECIALIST 2 |
| 172470 | DOTD PROGRAM SPECIALIST 3 |
| 155820 | ECONOMIC DEVELOPMENT RESEARCH ANALYST 1 |
| 160120 | ECONOMIC DEVELOPMENT RESEARCH ANALYST TRAINEE |
| 165210 | EDUCATION INFORMATION CONSULTANT 1 |
| 166720 | ELECTION PROGRAM SPECIALIST A |
| 119720 | ELECTION PROGRAM SPECIALIST B |
| 172200 | ELECTION PROGRAM SPECIALIST C |
| 156540 | ENVIRONMENTAL PROJECT SPECIALIST 1 |
| 156550 | ENVIRONMENTAL PROJECT SPECIALIST 2 |

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| 156570 | ENVIRONMENTAL PROJECT SPECIALIST 3 |
| 124470 | FOOD DISTRIBUTION PROGRAM MANAGER |
| 157200 | FRAUD INVESTIGATOR 1 |
| 132180 | FRAUD INVESTIGATOR 2 |
| 165360 | GROUP BENEFITS ANALYST 1 |
| 171610 | GROUP BENEFITS ANALYST 2 |
| 165370 | GROUP BENEFITS ANALYST 3 |
| 125580 | HABILITATION INSTRUCTOR 1 |
| 125590 | HABILITATION INSTRUCTOR 2 |
| 163680 | HOUSING FINANCE SPECIALIST 1 |
| 163690 | HOUSING FINANCE SPECIALIST 2 |
| 170510 | HOUSING FINANCE SPECIALIST 3 |
| 170800 | HUMAN RESOURCES ANALYST A |
| 170810 | HUMAN RESOURCES ANALYST B |
| 170820 | HUMAN RESOURCES ANALYST C |
| 170840 | HUMAN RESOURCES CONSULTANT A |
| 170850 | HUMAN RESOURCES CONSULTANT B |
| 170860 | HUMAN RESOURCES CONSULTANT C |
| 170870 | HUMAN RESOURCES CONSULTANT SPECIALIST |
| 170960 | HUMAN RESOURCES SPECIALIST |
| 158060 | IMMUNIZATION PROGRAM CONSULTANT 1 |
| 158070 | IMMUNIZATION PROGRAM CONSULTANT 2 |
| 157780 | INSURANCE SPECIALIST 1 |
| 157790 | INSURANCE SPECIALIST 2 |
| 157800 | INSURANCE SPECIALIST 3 |
| 170190 | INTERPRETIVE RANGER 1 |
| 170200 | INTERPRETIVE RANGER 2 |
| 170210 | INTERPRETIVE RANGER 3 |
| 133970 | INVESTIGATIVE SPECIALIST 1 |
| 133980 | INVESTIGATIVE SPECIALIST 2 |
| 171450 | INVESTIGATIVE SPECIALIST 3 |
| 166080 | LABOR MARKET SPECIALIST 1 |
| 166090 | LABOR MARKET SPECIALIST 2 |
| 166100 | LABOR MARKET SPECIALIST 3 |
| 166180 | LAND SPECIALIST 1 |
| 166190 | LAND SPECIALIST 2 |
| 166200 | LAND SPECIALIST 3 |
| 169350 | LAND SPECIALIST 4 |
| 173320 | LAW ENFORCEMENT TRAINING CONSULTANT 1 |

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| 173330 | LAW ENFORCEMENT TRAINING CONSULTANT 2 |
| 173340 | LAW ENFORCEMENT TRAINING CONSULTANT 3 |
| 173310 | LAW ENFORCEMENT TRAINING COORDINATOR |
| 167010 | LHSC PROGRAM COORDINATOR 1 |
| 167020 | LHSC PROGRAM COORDINATOR 2 |
| 165270 | LICENSING ANALYST 1 |
| 165280 | LICENSING ANALYST 2 |
| 173880 | LICENSING ANALYST 3 |
| 167650 | LICENSING SPECIALIST 1 |
| 167290 | LICENSING SPECIALIST 2 |
| 125850 | MANAGEMENT ANALYST 1 |
| 125860 | MANAGEMENT ANALYST 2 |
| 159220 | MARKETING REPRESENTATIVE 1 |
| 159230 | MARKETING REPRESENTATIVE 2 |
| 139900 | MINERAL PRODUCTION ANALYST 1 |
| 139920 | MINERAL PRODUCTION ANALYST 2 |
| 139930 | MINERAL PRODUCTION SPECIALIST |
| 169730 | OCDD ACTIVE TREATMENT SPECIALIST 1 |
| 169740 | OCDD ACTIVE TREATMENT SPECIALIST 2 |
| 147860 | OSHA OCCUPATIONAL SAFETY CONSULTANT |
| 148680 | OSHA SAFETY CONSULTANT TRAINEE |
| 172760 | PARKS PROGRAM ANALYST |
| 171970 | PORT MANAGER A |
| 171980 | PORT MANAGER B |
| 102380 | PORT REAL ESTATE COORDINATOR |
| 127450 | PROBATION AND PAROLE OFFICER 1--ADULT |
| 146060 | PROBATION AND PAROLE OFFICER 1--JUVENILE |
| 127370 | PROBATION AND PAROLE OFFICER 2--ADULT |
| 146070 | PROBATION AND PAROLE OFFICER 2--JUVENILE |
| 127430 | PROBATION AND PAROLE OFFICER 3--ADULT |
| 144590 | PROBATION AND PAROLE OFFICER 3--JUVENILE |
| 171150 | PROBATION AND PAROLE SPECIALIST -ADULT |
| 174120 | PROCUREMENT ANALYST 1 |

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| 174130 | PROCUREMENT ANALYST 2 |
| 174140 | PROCUREMENT ANALYST 3 |
| 174150 | PROCUREMENT SPECIALIST |
| 159850 | PROGRAM COMPLIANCE OFFICER 1 |
| 159860 | PROGRAM COMPLIANCE OFFICER 2 |
| 159870 | PROGRAM COMPLIANCE OFFICER 3 |
| 165560 | PSC ENFORCEMENT AGENT 1 |
| 165570 | PSC ENFORCEMENT AGENT 2 |
| 165580 | PSC ENFORCEMENT AGENT 3 |
| 164820 | PUBLIC INFORMATION OFFICER 1 |
| 164830 | PUBLIC INFORMATION OFFICER 2 |
| 164840 | PUBLIC INFORMATION OFFICER 3 |
| 122080 | PUBLIC LANDS ANALYST 1 |
| 122100 | PUBLIC LANDS ANALYST 2 |
| 122110 | PUBLIC LANDS ANALYST 3 |
| 167520 | PUBLIC LANDS FIELD OFFICER 1 |
| 135050 | RANDOLPH SHEPPARD MANAGEMENT ANALYST |
| 150970 | RANDOLPH SHEPPARD MANAGEMENT ANALYST TRAINEE |
| 141000 | RECOVERY ANALYST 1 |
| 141010 | RECOVERY ANALYST 2 |
| 155860 | REHABILITATION COUNSELOR |
| 134960 | REHABILITATION COUNSELOR--ENTRY |
| 143100 | REHABILITATION EVALUATOR |
| 143090 | REHABILITATION EVALUATOR--ENTRY |
| 143050 | REHABILITATION INSTRUCTOR 1 |
| 143070 | REHABILITATION INSTRUCTOR 2 |
| 122500 | RETIREMENT BENEFITS ANALYST 1 |
| 122510 | RETIREMENT BENEFITS ANALYST 2 |
| 158420 | RETIREMENT BENEFITS ANALYST 3 |
| 167110 | RIGHT OF WAY AGENT 1 |
| 167120 | RIGHT OF WAY AGENT 2 |
| 168780 | RIGHT OF WAY APPRAISER 1 |
| 168790 | RIGHT OF WAY APPRAISER 2 |
| 169370 | SOCIAL SECURITY PROGRAM ANALYST |
| 106750 | SOCIAL SERVICE COUNSELOR 1 |
| 106770 | SOCIAL SERVICE COUNSELOR 2 |
| 168610 | SOCIAL SERVICE COUNSELOR 3 |
| 169930 | SOCIAL SERVICE COUNSELOR 4-A |
| 168620 | SOCIAL SERVICE COUNSELOR 4-B |
| 170250 | STATE CAPITAL OUTLAY ANALYST 1 |
| 170260 | STATE CAPITAL OUTLAY ANALYST 2 |
| 170270 | STATE CAPITAL OUTLAY ANALYST 3 |
| 144040 | STATE LOSS PREVENTION OFFICER 1 |
| 144050 | STATE LOSS PREVENTION OFFICER 2 |

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| 148250 | STATE PROCUREMENT ANALYST 1 |
| 101550 | STATE PROCUREMENT ANALYST 2 |
| 148260 | STATE PROCUREMENT ANALYST 3 |
| 167580 | STATE RISK ADJUSTER 1 |
| 167590 | STATE RISK ADJUSTER 2 |
| 167600 | STATE RISK ADJUSTER 3 |
| 167610 | STATE RISK ADJUSTER 4 |
| 142940 | STATE RISK UNDERWRITER 1 |
| 142950 | STATE RISK UNDERWRITER 2 |
| 142960 | STATE RISK UNDERWRITER 3 |
| 173590 | STATE TRAVEL ANALYST 1 |
| 173600 | STATE TRAVEL ANALYST 2 |
| 173610 | STATE TRAVEL ANALYST 3 |
| 160440 | STATISTICIAN 1 |
| 160450 | STATISTICIAN 2 |
| 168640 | STUDENT FINANCIAL AID SPECIALIST 1 |
| 168650 | STUDENT FINANCIAL AID SPECIALIST 2 |
| 168660 | STUDENT FINANCIAL AID SPECIALIST 3 |
| 159980 | TAX COMMISSION SPECIALIST 1 |
| 159990 | TAX COMMISSION SPECIALIST 2 |
| 169360 | TAX COMMISSION SPECIALIST 3 |
| 154910 | TOURISM INFORMATION ASSISTANT REGIONAL COORDINATOR |
| 175250 | TOURISM MARKETING REPRESENTATIVE 1 |
| 175260 | TOURISM MARKETING REPRESENTATIVE 2 |
| 175270 | TOURISM MARKETING REPRESENTATIVE 3 |
| 161850 | TRAINING AND DEVELOPMENT SPECIALIST 1 |

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| 161860 | TRAINING AND DEVELOPMENT SPECIALIST 2 |
| 161870 | TRAINING AND DEVELOPMENT SPECIALIST 3 |
| 157540 | VETERANS ASSISTANCE COUNSELOR 1 |
| 104920 | VETERANS ASSISTANCE COUNSELOR 2 |
| 170620 | VETERANS ASSISTANCE COUNSELOR 3 |
| 172810 | WILDLIFE AND FISHERIES COMPLIANCE ANALYST A |
| 172820 | WILDLIFE AND FISHERIES COMPLIANCE ANALYST B |
| 172830 | WILDLIFE AND FISHERIES COMPLIANCE ANALYST C |
| 123640 | WORKERS' COMPENSATION COMPLIANCE ANALYST 1 |
| 123650 | WORKERS' COMPENSATION COMPLIANCE ANALYST 2 |
| 119120 | WORKERS' COMPENSATION DISPUTE RESOLUTION SPECIALIST 1 |
| 119130 | WORKERS' COMPENSATION DISPUTE RESOLUTION SPECIALIST 2 |
| 154810 | WORKERS' COMPENSATION MEDICAL SERVICES ANALYST |
| 172110 | WORKFORCE DEVELOPMENT SPECIALIST 1 |
| 172120 | WORKFORCE DEVELOPMENT SPECIALIST 2 |
| 172130 | WORKFORCE DEVELOPMENT SPECIALIST 3 |