



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

Post Office Box 94111  
Baton Rouge, LA 70804-9111  
225.342.8274

[scsinfo@la.gov](mailto:scsinfo@la.gov)

<https://civilservice.louisiana.gov>

## GENERAL CIRCULAR NUMBER 2024-059

---

**DATE:** November 27, 2024

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

**SUBJECT:** MQ Modernization Project Update – Job Posting Moratorium

---

The Department of State Civil Service is excited to announce that significant progress has been made on our comprehensive review and overhaul of job minimum qualifications, in alignment with ACT 655 of the 2024 Regular Legislative Session. This project has reached a pivotal stage, as nearly all minimum qualifications have been reviewed and newly proposed to our stakeholders to simplify requirements, broaden applicant pools, and modernize our hiring processes.

As we transition into the next phase of the project, focused on implementing system updates – including critical changes to the LA Careers applicant tracking system – we will implement a **job posting moratorium** to facilitate these updates.

### **Important dates and information regarding this process follows:**

#### **Job Posting Moratorium:**

- The latest date to post a vacancy will be **December 10, 2024, by 12 noon**. This will be the final date to allow five full days for the posting to be advertised on the SCS website.
- State agencies will be unable to create new job postings from December 11, 2024, through December 31, 2024.
- Continuous postings in LA Careers will be inactivated on **December 15, 2024**. SCS staff will ensure that all continuous postings will be updated to have a closing date of December 15, 2024. Agency personnel may recreate these postings on or after January 1, 2025.
- Agencies may continue to post unclassified job postings during this period without interruption.

#### **Preparation and Deadlines:**

- Hiring managers and HR staff are encouraged to plan ahead by submitting any urgent job postings by **December 10, 2024, by 12 noon**.

**System Updates:**

- Necessary changes to the LA Careers and One Stop Job Information and Finder will be completed during this period to ensure compatibility with the revised qualification standards.

**Feedback and Finalization:**

- All updated minimum qualifications will be finalized and published on **January 1, 2025**, as originally planned.
- We appreciate the valuable feedback received throughout the review process, which has helped shape the proposed changes.

**Important Dates to Remember:**

|  |  |
|--|--|
| <b>December 10, 2024, by 12pm (noon)</b>   | <b><i>Last date for agencies to submit a job posting to be posted.</i></b> |
| <b>December 11, 2024—December 31, 2024</b> | <i>Agencies will be unable to post vacancies for any job title.</i>        |
| <b>December 15, 2024</b>                   | <i>All job postings and continuous postings will be inactivated.</i>       |

*Agencies may continue to fill vacancies from eligible lists created from previous postings with closing dates on or before December 15, 2024, until the normal eligible list expiration date passes, which is 90 days from the job posting's closing date. **Note that such lists will contain only those applicants originally placed on them by the minimum qualifications requirements at the time they were created.***

**Please note:** In the event system updates are completed earlier than anticipated, job postings may resume ahead of schedule. Agencies will be notified if this occurs.

We understand the moratorium may present temporary challenges, but this pause is critical to achieving the long-term benefits of a more modern and effective hiring system. The Talent Acquisition and Workforce Development Division staff are available to assist with questions or urgent staffing needs during this time. Please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Administrator, for support.

Thank you for your continued dedication and cooperation as we approach the final stages of this transformative project.

Sincerely,

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