



Louisiana  
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State Civil Service

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## **GENERAL CIRCULAR NUMBER 2015-044**

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**DATE:** November 23, 2015

**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 holding supervisory positions or positions at other levels of management of major programmatic functions within an agency who meet the minimum qualifications for management personnel set forth in La. R.S. 42:67.1 and who are thereby eligible for and who 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 in the executive branch of state government and may make the list available to secretaries or other heads of departments.

Interested candidates must submit a resume' to the Department of State Civil Service no later than December 18, 2015. A cover letter should accompany the resume' stating the employee's interest in applying for "2016 Unclassified Executive Positions (RS 42:68)." Any candidate for whom a resume' is not received by December 18, 2015 will have to express his or her interest directly to the governor-elect's staff. Resume's may be submitted electronically from November 23, 2015 through December 18, 2015 using the LA Careers online application system by going [here](#) and applying for "2016 Unclassified Executive Positions (RS 42:68)." Alternatively applicants may mail cover letters and resume's to the Staffing Division, Department of State Civil Service, P.O. Box 94111, Capitol Station, Baton Rouge, LA 70804-9111 or FAX them to (225)219-1041.

APPLICANTS MUST currently be a classified state employee holding a supervisory position or position at other levels of management of major programmatic functions within an agency and must meet the following minimum qualifications:

- (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 January 1, 2016 the following:

1. A list of applicants
2. The resume's

Agencies are urged to give this circular wide dissemination so qualified employees who are interested in applying for appointment to a position of management in the unclassified service may make known their interest 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 Max Reichert, Staffing Assistant Division Administrator at (225)219-9390 or by email at [max.reichert@la.gov](mailto:max.reichert@la.gov).

Sincerely,

s/Byron P. Decoteau, Jr.  
Interim Director