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## ***HR Handbook Update No. 2017 – 0006***

**Issue Date:** March 29, 2017

**To:** Head of State Agencies and Personnel Officers

**Subject:** Update to Chapter 22

**REASON FOR UPDATE:** To notify agencies on changes to posting Career Progression Groups in LA Careers and how applicants now will be processed for Career Progression Group postings.

**EFFECTIVE DATE:** April 3, 2017

This update is to inform agencies of Staffing's new procedures for processing postings in LA Careers that are announced as a Career Progression Group (CPG) which were presented at the March HR Community Meeting. Effective **April 3, 2017**, qualifying candidates to Vacancy and Continuous CPG postings in LA Careers will be processed onto **one** eligible list. This eligible list will be for the lowest level of the CPG. Previously Staffing had processed qualifying applicants onto a separate eligible list for each level of the CPG.

For Continuous CPG postings that are presently active in LA Careers, the remaining eligible lists for the higher levels of the CPG will not be updated with new qualifying applicants after **April 3, 2017**. Only the lowest level eligible list will be updated. However, the higher level eligible lists may continue to be referred to new requisitions, until all candidates on these lists become ineligible (180 days after being placed on the list). Once all candidates on these lists become inactive (at the latest October 3, 2017), Staffing will inactivate these eligible lists.

When an agency wishes to hire an applicant from the eligible list of a CPG posting, at a higher level in the announced CPG, they must contact the Staffing consultant to whom the posting is assigned and ask for the applicant they wish to hire to be evaluated for the higher levels in the announced CPG. The Staffing Consultant will then evaluate the candidate's application and notify the agency of the levels for which the applicant qualifies. The consultant will then indicate the request and level the applicant is qualified for on the eligible list in the Comments section near the candidate's name.

**Procedures:**

The following documents have been edited or deleted to reflect this change in Staffing procedures:

- [LA Careers Quick Sheet #11 \(Career Progression Group\)](#)
- [LA Careers Quick Sheet #20 \(Eligible list QS for a Vacancy Announcement\)](#)
- [LA Careers Quick Sheet #21 \(Eligible list QS for a Continuous Announcement\)](#)
- Quick Sheet #22 (Priority Eligible List Process using Testing Exemptions) has been discontinued.

[Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment and Testing Exemptions](#) – Updated to reflect these changes in procedures and how agencies are to request a review of applicants for higher levels in the CPG.

If you have any questions regarding these updates, please contact your Staffing Consultant.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director  
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