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## **HUMAN RESOURCES MEMORANDUM NO. 03-029**

**March 19, 2003**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** **New Civil Service Video for New Hire Orientation**  
**“State Employment: Advantages and Responsibilities”**

Enclosed is the Civil Service video that we promised you in December, 2002, “State Employment: Advantages and Responsibilities.” Along with the video is a document that was also produced by Civil Service to be used in conjunction with the video. Please begin immediately showing this video to your new, regular classified employees as part of your orientation program. It is also recommended that the video be shown to all current employees, perhaps during a staff meeting. Be sure to give employees a copy of the handout when showing the video.

The video was designed by Civil Service to help dispel some of the common myths associated with state service. The concepts contained in the video are consistent with the concepts being taught to supervisors in the CPTP training class “Common Myths That Affect Good Supervision.”

We are updating the orientation checklist and will distribute it at a later date. If you have any questions, please call the Human Resources Office at (225) 342-0880.

Enclosures

**Please Post and Circulate**