



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

ANGÈLE DAVIS
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-014

February 25, 2004

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Updated Mandatory Training Job Title List

The Department of Civil Service has made changes to the Mandatory Training Job Title List. Attached is an updated list for CRT titles only. The following changes have been made to Supervisory Group 1:

Addition: Administrative Manager 3

Title Change: Accountant Supervisor to Accountant Supervisor 2

Removed: Engineering Technician 5
Executive Management Officer 1
Executive Staff Officer

Those employees whose job titles were removed from the list are no longer required to complete the Mandatory Training.

Also, CRT has many supervisors that are not required to complete mandatory training. Any employee who is in a supervisory position that is not listed on the attached Mandatory Supervisory Training list, should refrain from taking any course, except the Performance Planning and Review Training for Supervisors, that is required by the Mandatory Supervisory Training. Due to limited space availability, applications for classes required by mandatory training will be returned to the employee with a note attached asking that the application be resubmitted at a later date. Supervisors that are not listed on the Mandatory Supervisory Training list can take any other course that is designated for supervisors and not required by Mandatory Supervisory Training.

Attachment

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