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LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

DAWN WATSON
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 07-019

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, and Deputy Assistant Secretaries

FROM: Jan Ramezan *JR*
Human Resources Assistant Director

SUBJECT: Procedures for Filling Positions Under Rule 8.2.1

DATE: August 31, 2007

According to provisions of Civil Service Rules 8.2.1, no position at or above the pay ranges of AS-620, SS-419, PS-115, WS-218, or TS-315 may be filled on a permanent basis from the date of the gubernatorial primary election (October 20, 2007) through Inauguration Day (January 14, 2008).

The only methods by which vacancies in these jobs may be filled without prior approval of the Civil Service Director are by Restricted Appointments, Job Appointment, and Detail-to-Special Duty. Vacancies in these jobs cannot be filled on a permanent basis through a probationary or permanent appointment into a regular, ongoing position. This also applies to promotions and transfers into an agency while on a permanent status. The only positions that are exempt from this rule are shortage jobs.

Please make this information available to appropriate staff. If you have any questions, please feel free to call me at (225) 342-0880.

JR:cm

c: Judy Morse
Brooke Smith
Eric Kaspar
Personnel Liaisons

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