



State of Louisiana

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HUMAN RESOURCES MEMORANDUM NO. 08-004

TO: Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Jan Ramezan *JR*
Human Resources Director

SUBJECT: 2008 CPTP Changes

DATE: March 27, 2008

On January 8, 2008, the State Civil Service Commission revised the statewide Mandatory Training Policy for classified supervisors and managers. The new policy changes will be effective July 1, 2008.

The following is a summary of changes:

- The name of the program has been changed from "Mandatory Supervisory Training" to "Minimum Supervisory Training".
- There will be only one policy in effect at a time. Supervisors who have not completed their mandatory training requirements by **June 30, 2008**, will be required to complete the newly implemented training requirements (Supervisory Group 1 Class #6 has been added).
- There will be three Supervisory Groups (1, 2, & 3). Supervisory Group 1 classes will be targeted to specific audiences. Classes will be offered and advertised identifying whether the focus will be on traditional or non-traditional supervisory level jobs.
- A broader selection of course options for Supervisor Groups 2 and 3 is now available. This will allow supervisors to take courses that best meet their learning and development needs and align with the agency's business needs.

A list of the job titles in each Supervisory Group and a chart showing the classes required are available on the Civil Service website at www.civilservice.la.gov.

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If you have any questions, please feel free to contact our CPTP Coordinator, Kristina Jackson, at (225) 342-0880.

JR:KJ:cm

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