



MITCHELL J. LANDRIEU  
LIEUTENANT GOVERNOR

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

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SECRETARY

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UNDERSECRETARY

**HUMAN RESOURCES MEMORANDUM NO. 09-025**

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

**FROM:** Jan Ramezan *JR*  
Human Resources Director

**SUBJECT:** Nominate Deserving Employees for the 2009 Dunbar Awards

**DATE:** June 17, 2009

In a continuing effort to recognize classified state employees for the tremendous contributions they make to the state of Louisiana, you may consider nominating one of your employees for the 2009 Charles E. Dunbar Career Service Award.

The Dunbar Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. The Civil Service League bestows the award on local, state, and municipal civil service employees who distinguish themselves through unselfish service to the citizens of Louisiana. Nominees are judged on commitment to the classified service, contributions toward workplace improvement, personal initiative, and volunteer community service.

The award is named after the founder of the League, Charles E. Dunbar, Jr., who is responsible for spearheading the effort to establish a classified workforce that would be governed through merit system principles.

Attached is a copy of a memorandum from Daniel E. Sullivan, Executive Vice President, and a copy of the nomination form. Please distribute this information to your employees.

As stated in Mr. Sullivan's May 2009 memorandum, be reminded that nomination forms **(six copies) must be mailed by Friday, August 21, 2009**, to: Mr. Daniel E. Sullivan, Executive Vice President, Civil Service League, 810 Union Street, Suite 305, New Orleans, LA 70112.

If you have any questions contact Human Resources at (225) 342-0880.

JR:cm  
Attachments  
c: Personnel Liaisons

**Please Post and Circulate**