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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. 2010-035**

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

**FROM:** Rikki Nicole David, PHR (RND)  
Human Resources Director

**SUBJECT:** Procedures for Filling Positions Under Rule 8.2.1

**DATE:** August 25, 2010

According to the provisions of Civil Service Rule 22.2, 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 Lieutenant Governor's primary election (October 2, 2010) through Inauguration Day, which is yet to be determined.

Because it is considered a special election, the newly-elected Lieutenant Governor will have thirty (30) days in order to take the Oath of Office. Depending on whether a run-off election is needed on November 2, 2010, the Inauguration Day may occur as late as Monday, December 6.

Between October 2, 2010, and the decided Inauguration Day, the only methods by which vacancies in the above referenced jobs may be filled without prior approval of the Civil Service Director are by restricted appointment, 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 permanent status.

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

RND:cm

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