



JAY DARDENNE
LIEUTENANT GOVERNOR

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

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIREÉ W. HONORÉ¹
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2013-018

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR 
Human Resources Director

SUBJECT: Office Support Exam (OSE) and Change to Two Year Expiration Date for all Tests

DATE: June 18, 2013

Effective September 3, 2013, the Department of State Civil Service will begin implementing a new test for designated clerical and support positions. The new Office Support Exam (OSE—series 8500) will replace the current Clerical, Office and Administrative Support Test (COAST—series 9000 & 9001).

Effective November 4, 2013, all test scores for tests administered by State Civil Service will have a two year expiration date. This includes the Office Support Exam (OSE), Professional Level Exam (PLE), Law Enforcement & Protective Services (LEAP), Accounting Paraprofessional Test, and Engineering Technician Test.

For more information, please refer to the attached memorandum from the Department of State Civil Service. Included in the memo is a list of the various job titles that will require the OSE.

Should you have any questions, please feel free to contact Ms. Bobbie Scott, Human Resources Manager, at (225) 342-0880.

Supervisors, please make this information available to those employees who do not have email access.

RND:ap
Attachment

Please Post and Circulate