



**KATHLEEN BABINEAUX BLANCO**  
LIEUTENANT GOVERNOR

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

**PHILLIP J. JONES**  
SECRETARY

**MATTHEW A. JONES**  
UNDERSECRETARY

## **HUMAN RESOURCES MEMORANDUM NO. 03-054**

**May 13, 2003**

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

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** CPTP Supervisory Mandatory Training Reminder

This is a reminder of the Supervisory Mandatory Training requirement that has been established by the Department of Civil Service. Updated individual transcripts will be sent out soon to inform supervisors that are required to participate in mandatory training what classes they have completed and what classes are still needed.

Supervisors in positions that require mandatory training have three years to complete the necessary course work. Employees who were in supervisory positions that require mandatory training when the policy began (July 2002) have until July 2005 to complete all necessary course work. Employees who promote into supervisory positions that require training have three years from the date of their promotion to complete required course work. Employees who are promoted or reallocated from a position in one supervisory group to a position in another supervisory group must complete the course work for the original supervisory group, as well as the new supervisory group. The employee has three years from the date of the promotion/reallocation to complete all necessary training.

Also, the Executive Management Officer 1 job title has been added to the Mandatory Supervisory Training list, Supervisory Group 1.

CRT has many supervisors that are not required to complete mandatory training. Any employee who is in a supervisory position that is not listed on the attached Mandatory Supervisory Training list, which was also sent out with HR Memo 02-026, should refrain from taking any course that is required by the Mandatory Supervisory Training. Due to limited space availability, these applications will be returned to the employee with a note attached. Supervisors that are not listed on the Mandatory Supervisory Training list can take any other course that is designated for supervisors and not required by Mandatory Supervisory Training.

Attachment

**Please Post and Circulate**