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DEPARTMENT OF CULTURE, RECREATION & TOURISM
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HUMAN RESOURCES MEMORANDUM NO. 03-097

November 10, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: **How to Apply for Unclassified Managerial Positions (Act 693)**

Attached is Civil Service General Circular No. 001545 describing how classified employees can apply for unclassified managerial positions in the next administration. Civil Service will compile a list of candidates from resumes submitted for the Governor-Elect, secretaries, and heads of departments to consider.

If you meet the qualifications listed in the General Circular and wish to submit a resume, you must submit your resume no later than **December 1, 2003**, to the Department of Civil Service, P. O. Box 94111, Capitol Station, Baton Rouge, LA 70804-9111 or fax a copy to (225) 342-2386.

Please call the Human Resources Office at (225) 342-0880 if you have any questions.

Attachment

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