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HUMAN RESOURCES MEMORANDUM NO. 03-100

November 19, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: **Establishing and Maintaining Eligibility for Promotions
and Information Regarding Civil Service Job Search Features**

Once again, we wish to remind all employees that it is the employee's responsibility to establish and maintain personal eligibility for promotional opportunities in state government. Many Civil Service jobs require special announcements before applications will be accepted. Other jobs are continuously announced and applications are accepted at any time by Civil Service. For the last few years since the inception of the "Job Search" feature on the Civil Service web site, some jobs allow applications to be sent directly to the agencies publishing vacancies.

Currently, at CRT, when a vacancy occurs for a job that is continuously announced by Civil Service, the Human Resources Office requests a list of available applicants from Civil Service. After we receive the list, we often send out a hundred or more Inquiries of Availability. Employees who have maintained current grades will receive an inquiry and will be considered for the promotional opportunity. Employees who have not maintained current grades will not receive an inquiry and will miss the opportunity for consideration. It is therefore essential for employees to apply for higher level jobs, including those in a training series, as they become qualified to insure having a current grade when a vacancy occurs.

Soon, we will see some changes occurring in the application process. When the new processes are finalized, certain jobs will *only* be announced on the Civil Service web site through "Job Search." Agencies will be able to hire directly from those who apply using this online service and will not be required to wait for a Civil Service list of eligible applicants, nor will agencies be required to send out inquiries. This method will enable agencies to fill vacancies for these jobs much quicker. Employees will only learn of these vacancies through Job Search and will be required to apply directly to the agencies making the announcements. These jobs will require that applicants already have grades before applying. We will announce more about this new process when Civil Service releases the details after the first of the year.

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Those of you who regularly visit the Civil Service web site may already be aware of a new “Job Search Subscription” service that is available online. This is a service for job seekers wishing to be notified when certain jobs are announced. Job notices are sent by e-mail to those who subscribe (free of charge) to this service. A copy of the Job Search Subscription page from the Civil Service web site is attached for your information.

The Civil Service web site also provides important information about qualifications and testing requirements for all Civil Service jobs. For more information, please visit the Civil Service web site, www.dscs.state.la.us, or call the Human Resources Office for information at (225) 342-0880.

Attachment

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