



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

HUMAN RESOURCES MEMORANDUM NO. 05-001

TO: Lt. Governor's Office and CRT Employees

FROM: Mary V. Glostor *mv2*
Human Resources Director

SUBJECT: Election for Classified Employee Member of the Civil Service Commission

DATE: January 11, 2005

Pursuant to the authority contained in Louisiana Revised Statute 42:1352, the Director of the Department of Civil Service has issued the call for an election to fill the office of the classified employee member of the State Civil Service Commission. The call for the election was issued effective January 3, 2005. Candidates must file a nomination petition during the filing period, which runs from January 3, 2005 through 4:30 p.m. January 12, 2005. The petitions must contain the signatures of at least one hundred permanent classified employees and may be mailed, delivered by hand or faxed. **Petitions must be filed no later than 4:30 p.m. January 12, 2005.**

Information for Voters and Candidates: Go to www.civilservice.louisiana.gov and click on the button "2005 Civil Service Commission Election Information." The candidate page includes downloadable nomination petition forms, copies of laws and administrative procedures governing the election, and instructions for filing.

Eligible Voters: Any state employee whose personnel records show he is an active, classified employee in any contract type on January 14, 2005 and who was classified with permanent status on December 4, 2004, will be considered an eligible voter. Classified employees are defined as those employees allocated to classified job codes and titles.

Voting: Ballots will be mailed to eligible voters at their mailing addresses on February 7, 2005. Any address changes must be submitted to the Human Resources Office by close of business on Thursday, January 13 to make sure that eligible voters receive ballots. Voting may be done by mail, Internet or telephone. Mailed ballots must be received by close of business February 24, 2005, to be included in the tabulation. A postmark of February 24 will not be sufficient. Telephone and Internet voting must be done by 5:00 p.m., February 25, 2005, to be included in the tabulation.

Please make this information available to your employees. If you have any questions, please contact our office.

MG:cm

Please Post and Circulate