



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. 05-020

**TO:** Lt. Governor, Secretary, Assistant Secretaries, Deputy Assistant Secretaries, Directors and Personnel Liaisons

**FROM:** Mary V. Gloston *MVG*  
Human Resources Director

**SUBJECT:** New Job Announcement and Recruitment Process

**DATE:** June 15, 2005

This memorandum serves to provide an overview of our new recruitment process for the Department of Culture, Recreation and Tourism (DCRT). Secretary Davis' vision is to expand our recruitment process reaching out to applicants throughout the state utilizing the Civil Service Job Search website as well as a variety of other recruitment outlets. Utilizing these recruitment outlets will provide the opportunity for the Department to increase its pool of interested and available applicants for employment in our statewide locations. The following information will explain the strategy and process required to make this a successful venture. **This process is effective immediately. PLEASE BE SURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES INVOLVED IN THE RECRUITMENT PROCESS, AND PLEASE INFORM YOUR EMPLOYEES TO PAY CLOSE ATTENTION TO APPLICATION INSTRUCTIONS IN THE JOB POSTINGS.**

### THE RECRUITMENT STRATEGY

Currently, certain classified vacancy announcements are required to be posted to the Civil Service Job Search website while others do not require an announcement process. Recruitment for unclassified vacancies generally include only placing ads in the local newspapers. The potential exists where we are probably not reaching a large segment of the workforce who may be interested or available for DCRT jobs.

In accordance with Secretary Davis' vision and to further comply with upcoming changes by the Department of Civil Service, the Human Resources Office developed a new recruitment strategy to ensure that we are reaching the most available segment of the population for DCRT jobs. A new form and policy were developed to help secure useful information from offices about their vacancies and to help aid in establishing the job announcement information to be submitted to our recruitment outlets.

**Please Post and Circulate**

The ***Request to Fill Vacant Position*** form will be used to identify the position's number, job title, location, pay grade, special skills and requirements required to fulfill the job. Special skills and requirements that may be applicable are ***“work on weekends or holidays; must carry a firearm; shift work; located in a rural area; etc.”*** Listing anything that is unique or specific to a job that will enable recruitment for these special skills and requirements are highly encouraged.

Human Resources will create a “Vacancy Announcement” document and will submit to various recruitment outlets, identified as Attachment 1 in Policy #2B-0100, for posting and advertising. The recruitment outlets consist of colleges and universities, agencies and organizations throughout the state and beyond. In addition to these recruitment outlets, vacancy announcements will be posted on the Civil Service Job Search website for applicable jobs. Some offices, such as the State Library and Cultural Development, may post vacancy announcements with affiliated professional organizations and clearinghouses. We encourage you to coordinate your efforts with Human Resources so that announcements all occur at the same time for the same dates linking applicants to the appropriate application process.

Further, effective July 1, 2005, the Department of Civil Service is implementing changes for the Professional Entry jobs (PET), Law Enforcement and Protective Service jobs (LEAPS), and jobs requiring an “eligible” score. These jobs will require posting to the Civil Service Job Search website and recruiting will be handled similar to the QUEST model for the clerical or COAST jobs. Therefore, we are taking the proactive approach and preparing ourselves for this change by including in this process.

### **THE ANNOUNCEMENT SCHEDULE**

**ALL** jobs in DCRT (except student positions) will be announced on Civil Service Job Search and/or through the recruitment outlets. Unclassified jobs are not designed for announcement on Civil Service Job Search so they will be announced through the recruitment outlets and local newspapers. Schedule is as follows:

#### **Competitive jobs:**

PET, LEAPS and jobs that require an “Eligible” score (**Exam Schedule ANN and STE Probational**) will be posted for a 14-day period. The jobs that generally fall in this category are Park Rangers, Park Manager Trainees, Recreational Area Managers, Historic Site Managers, IT jobs, Accountant jobs, etc. Additional information is forthcoming on this new process. Job postings will instruct applicants to apply directly to the Department of Civil Service. Continuously announced and promotional postings (**Exam Schedule CTS and STE promotional**) will instruct the applicant to apply directly to the Department of Culture, Recreation and Tourism.

#### **Clerical (COAST) jobs:**

COAST, clerical and office administrator jobs, will be posted for seven (7) days because of the anticipated volume of applications. If the applications are determined to be inadequate, the announcement period will be extended.

**Non-competitive jobs:**

Jobs that require no testing or scoring but do require meeting minimum qualifications will be posted for seven (7) days. The jobs that generally fall in this category are the Tourism Information Counselor, Parks Buildings and Grounds Attendant, Mobile Equipment Operator, and Custodian (classified), etc.

**Continuously Announced Classified Jobs:**

Some jobs, such as Parks Buildings & Grounds Attendant, Mobile Equipment Operator 1, and Custodian will be continuously announced throughout the year on Civil Service Job Search and through the recruitment outlets. This will help establish an ongoing pool in these types of jobs.

**Unclassified seasonal and temporary Jobs:**

Seasonal and temporary jobs will also be continuously announced throughout the year through the recruitment outlets establishing an ongoing pool of available applicants when seasonal hiring begins. Instead of applying directly to the sites, application instructions will direct the applicant to the Department. Jobs that usually fall in this category are the Park Attendants, Specialists, Lifeguards and Custodians (unclassified).

**THE RECRUITMENT PROCESS**

- The Request to Fill form should be completed and submitted to the Appointing Authority for approval and sent to the Secretary for DCRT.
- Upon receipt, Human Resources will prepare job postings and send to the recruitment outlets and post to Civil Service Job Search.
- Once the application period closes, Human Resources will prepare a packet of information to the requesting agency to include the Certificate (if applicable), applications and/or resumes, and Recapitulation Report.
- Upon selection of an applicant, the interviewer notifies Human Resources so that employment eligibility verifications can be conducted prior to finalizing the conditional offer.

As you can see, the job announcement and recruitment process are different and have been expanded to standardize the process for the entire Department. This process will require coordination and cooperation from all involved to ensure its success. The ***Request to Fill Vacant Position*** form and Recruitment Policy #2B-0100 are being issued with this memorandum for use. The newly revised Personnel Data Form (301) will be issued under separate cover with instructions on the appropriate completion of the document. Please realize that this process is new and may require revision, depending on case-by-case situations. But, for the most part, it should work exactly as stated. If there are any questions, please do not hesitate in contacting me, Jan Ramezan or Rochelle Dillon at (225) 342-0880.