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State of Louisiana
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DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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SECRETARY

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HUMAN RESOURCES MEMORANDUM NO. 06-017

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

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

SUBJECT: Civil Service General Circular No. 001671 – Proposed Amendment to Civil Service Rule 6.5(g)

DATE: August 7, 2006

This is to inform you that notification was received in General Circular No. 001671 that the Civil Service Commission will hold a public hearing on Wednesday, September 13, 2006 to consider proposed changes to Civil Service Rule 6.5(g). I am providing to you an attachment of General Circular No. 001671 as well as the link to the Civil Service website where the general circular may be accessed.

Civil Service Rule 6.5(g) is the rule used when an applicant possesses extraordinary qualifications/credentials, and the appointing authority authorizes pay above the minimum of the associated pay scale. The proposed changes will clarify that this rule is intended for recruiting purposes and **not for rehiring existing employees**. This change will also allow agencies the option to hire an extraordinarily qualified candidate at a lower rate of pay and then raise the rate prospectively at any time within one year of the hire date.

Human Resources has implemented a process and will continue to strengthen this process by requiring appointing authorities to submit justification and proposed hiring rate information in writing to the Human Resources Director when requesting use of Civil Service Rule 6.5(g) so that the superior qualifications/credentials can be verified and documented as job related. In addition, the Department's policy and procedure is being reviewed and revised to clarify the process and will encompass this change if the proposed rule change is adopted by the Commission.

Please submit any comments relative to this issue, in writing, to me no later than August 31st close of business. If you have any questions or wish to discuss further, please do not hesitate in contacting me.

MVG
c: Personnel Liaisons

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