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LIEUTENANT GOVERNOR


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

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SECRETARY

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 07-025

TO: All OLG and CRT Employees

FROM: Jan Ramezan 
Human Resources Acting Director

SUBJECT: How Classified State Employees Should Apply for Unclassified Managerial Positions (Act 693)

DATE: October 31, 2007

As part of the responsibilities under Act 693 (Executive Management in State Government), the Department of Civil Service is required within sixty days after each election for governor to submit to the Governor-Elect a list of classified employees who are qualified for and who desire to apply for a position in management in the unclassified service. The Governor-Elect may consult this list in making appointments to unclassified management positions and may also make the list available to secretaries and other heads of departments.

Interested candidates must submit a résumé to the Department of Civil Service, P.O. Box 94111, Capitol Station, Baton Rouge, Louisiana 70804-9111 or fax a copy to (225) 342-2386 no later than November 30, 2007. A cover letter must accompany the résumé stating the employee's interest in applying for the "unclassified managerial positions." Any candidate for whom Civil Services does not receive a résumé by November 30, 2007, will have to express his or her interest directly to the Governor-Elect's staff.

The minimum qualifications for these positions are as follows:

1. A bachelor's degree from an accredited college or university; however, appropriate work experience related to the position of appointment may be substituted on a year for year basis for such degree: plus
2. Three years of responsible managerial experience.

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The Department of State Civil Service will forward a list of applicants and résumés to the Governor-Elect no later than December 19, 2007.

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

JR:cm

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