



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR


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

PAM BREAU
SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 09-009

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

FROM: Jan Ramezan 
Human Resources Director

SUBJECT: LA CAREERS IMPLEMENTATION

DATE: March 13, 2009

A major change in procedures and processes for filling vacancies in the classified service occurred on February 16, 2009 with the implementation of the LA Careers online application system. The LA Careers system replaced the Job Search online vacancy posting system. It involves implementation of new Civil Service rules, changes to application screening processes and changes to existing test scores and scoring formulas. A major advantage of the new system is that it makes submitting an online application the primary method of applying.

Test Scores and scoring formulas have changed. Test scoring will be done in LA Careers using new formulas. This change is necessary so that LA Careers can provide test scores on applicants when agencies are posting a vacancy. As part of the conversion to LA Careers, percentile scores will be discontinued and all passing test scores will range from 70 to 100. Persons who fail will receive a failure notice. There will no longer be numeric scores below 70 as there were with percentile scores.

Applicants with current grades will not have to retest. All grades will be rescored in the LA Careers system. Current scores from tests using percentile scores may change significantly. Also, scores from other tests may change slightly because the highest passing score will now be 100 instead of 99. Because of the massive numbers involved, Civil Service will not be sending individual grade notices to persons whose current scores are converted to the new formulas.

Test series numbers will change. As part of the transition to LA Careers, current test series numbers will change to reflect new test series numbers. This is to avoid any confusion between a candidate's old score from the OPEN system and a candidate's new converted score in LA Careers. The new series numbers are listed below.

Old Series Number	New Series Number	Test Title
1111	9111	Engineering Assistant
2812	9812	Parish Highway Maintenance Superintendent
3700	9700	Professional Supervisor
4242	9242	Accounting Paraprofessional
4300	9300	Highway Foreman
4900	9900	Manager/Administrator Test
7000	9000	COAST – Behavior Assessment
7001	9001	COAST – Office Skills
7002	9002	COAST – Typing
7200	9200	Wildlife Technician
7333	9333	PET
7500	9500	LEAPS
7700	9600	LEAPS Supervisor
7900	9902	Motor Vehicle Video Test
7901	9901	Motor Vehicle Written Test

The Department of Civil Service does not screen applications for Minimum Qualifications. This function is delegated to the Human Resources Office (HR). When an applicant has been determined to not meet the minimum qualifications, the HR office will notify the applicant of this action.

Applications will now be accepted on-line. All applicants must apply during the announcement period to the HR office, not to Civil Service. Applicants must have a grade for the appropriate exam. Once the announcement closes the applications will be reviewed to verify that the applicant qualifies for the position applied for. Once this is complete an electronic “Certificate of Eligible’s” will be prepared and submitted to the hiring agency/manager. The hiring manager will then be able to interview and make a selection. You will follow your normal procedures in the hiring process at this time.

In the near future, HR will be conducting training on the advantages of LA Careers. Authority will gradually be given to the hiring managers on the recruitment process which will hopefully speed up the process.

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

JR:cm

c: Personnel Liaisons

Please Post and Circulate