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

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HUMAN RESOURCES MEMORANDUM NO. 2012-024

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR 
Human Resources Director

SUBJECT: Job Offers Above Range Minimum

DATE: August 9, 2012

Effective immediately, any Conditional Offer of Employment (COE) for a classified position in which an applicant is offered a salary above the minimum of the pay range must be submitted by the hiring manager to the Human Resources Director PRIOR to presenting the offer to the applicant.

This new procedure is vitally important in order to ensure that the offered salary is in compliance with Civil Service Rules.

It is recommended that such job offers be scanned and emailed to rdavid@crt.la.gov, with the Subject line as "Pending Job Offer." By submitting electronically, this will aid in expediting HR's review and turnaround of these job offers, so as not to unnecessarily delay the hiring process.

Thank you in advance for your understanding and compliance with this new procedure.

RND:la
Attachment

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