



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

HR Handbook Update No. 2021-0007

DATE: August 12, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 22

REASON FOR UPDATE: To update posting notes for agencies due to the new Protective Services Exam.

EFFECTIVE DATE: August 10, 2021

This notice is to inform agencies of an update to Chapter 22 of the HR Handbook, specifically the LA Careers Recruitment Lifecycle and Quick Sheets Insight Posting Notes.

As detailed in [General Circular 2021-023](#), State Civil Service has implemented a new test for designated protective service positions. This new exam, the Protective Services Exam (PSE---series 2100), replaced the Law Enforcement and Protective Services Test (LEAPS---series 9500). The last date for administration of the LEAPS was July 30, 2021. Applicants who do not have active LEAPS grades or test exemptions will not be eligible for vacancies posted during the transition period from August 2 through September 14, 2021.

If you have any questions, please contact your Agency Relationship Manager.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director