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HR Handbook Update No. 2023-0003

DATE: July 13, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 22

REASON FOR UPDATE: To establish processes and procedures for the new test exemption for jobs that require the Protective Services Exam (PSE) in accordance with SCS Rule 22.8(e).

EFFECTIVE DATE: July 14, 2023

This notice is to inform agencies of the following updates:

[Chapter 22: Requirements for Filling Job Vacancies](#)

- **Rule-by-Rule**
 - Addition of new rule – CSR 22.8(e)
- **Procedures – Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment, Testing Exemptions**
 - This policy has been updated to include the new testing exemption in accordance with SCS Rule 22.8(e).

If you have any questions, please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Administrator.

Sincerely,

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