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HR Handbook Update No. 2024-0001

DATE: January 4, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 22

REASON FOR UPDATE: To remove information due to the repeal of Civil Service Rule 22.8(c) and provide updated guidance regarding job postings.

EFFECTIVE DATE: January 1, 2024

This notice is to inform agencies of the following updates:

Chapter 22: Requirements for Filling Job Vacancies

- **Rule-by-Rule**
 - Repeal of Civil Service Rule 22.8(c). Details on this repeal are outlined in [General Circular 2023-072](#).
- **Procedures: Job Posting Templates – NEW!**
 - [Job Posting Template – Job Title\(s\) Requiring SCS Hiring Framework](#)
 - [Job Posting Template – Job Title\(s\) Requiring Protective Services Exam](#)
 - [Job Posting Template – No Assessment Required](#)

NOTE: The (3) Job Posting Templates will replace the previous *LA Careers Recruitment Lifecycle and Quick Sheets - Insight Posting Notes* document.

Due to the recent implementation of the [State Civil Service Hiring Framework](#), removal of the Professional Level Exam (PLE) and the Office Support Exam (OSE), and the repeal of SCS Rule 22.8(c), SCS recognizes that various updates are needed within the HR Handbook. SCS staff are currently reviewing the contents of the HR Handbook in its entirety and will be releasing additional updates as it relates to these changes.

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