

JOB SEEKERS WITH DISABILITIES

According to the U.S. Department of Labor, Bureau of Labor Statistics, there are approximately 54 million people living in the U.S. who have a physical or mental disability. This amounts to 19% of the U.S. population or 1 in 5 people, making people with disabilities the largest minority group in the country. The number of people with disabilities in the workforce totals 19.6%, compared with 68.6% of people in the workforce who do not have a disability. The unemployment rate for individuals with a disability is 12.3%, almost twice the percentage of unemployed people without a disability, 6.4%.

The state of Louisiana recognizes the advantages associated with hiring a diverse workforce and values the broad range of skills and talents that are often overlooked in the portion of the population that has a disability or impairment. Louisiana state agencies are committed to ensuring that everyone is given an equal opportunity to begin a career with the state of Louisiana and strives to be a model for closing the gap between the higher unemployment rate for people with disabilities versus those people who do not possess any disabilities.

APPLYING FOR EMPLOYMENT WITH THE STATE OF LOUISIANA

The state of Louisiana offers competitive compensation, noncompetitive promotion opportunities, flexible and alternative work schedules, and excellent healthcare and retirement benefits. Under the Americans with Disabilities Act, state agencies are required to provide reasonable accommodations for an employee who has a disability. If you need an accommodation to perform the major duties of your job, you must inform the agency. Legally, an employer cannot ask if you have a disability or impairment.

Searching for job vacancies, submitting your application, and checking the status of your application can all be conveniently done online using the LA Careers online application system.

Instructions for Applying:

- Vacancies can be viewed on the [Current Job Opportunities](#) page of the State Civil Service website. The job postings are updated daily, Monday-Friday. Narrow your search results by selecting options under the main headings (categories,

locations, and agencies). Click on the “**Apply Search**” button when you are done entering your search criteria.

- Your search results will be listed alphabetically by job title. Click on the job title that you are interested in to see the full job posting. If you are new to state employment, pay careful attention that you do not click on a posting that is being filled as a promotion. You can find this information under the “**Emp Type**” column.
- You will see four headings included in each job posting: **Minimum Qualifications, Supplemental Information, Job Concepts,** and **Examples of Work**. Read each of these sections carefully to determine that you meet the qualifications for the position. To apply for the vacancy, click “**Apply**” on the right side of the screen.
- If you have an account, log in and choose one of your stored applications. If you do not have an account, click on “**Create an Account.**” Once the account is created, you will need to build a job application. This application is saved to your account and can be used again each time you apply for a job or test.
- Follow the application process steps shown at the top of your screen to apply for the position. Use the gray buttons on the top and bottom of the page to save your information and navigate between steps. Before confirming your application, be sure that you have answered all supplemental questions and have included all of your work history, education, and have completed all other relevant and required sections.
- Once you have successfully submitted the application, you will see the Louisiana state seal and a message thanking you for your application. You can check the status of all applications that you have submitted by clicking on “**Application Status**”.

STATE CIVIL SERVICE TESTING ACCOMMODATIONS & EXEMPTIONS

Some jobs with the state of Louisiana require a passing score for a civil service test. If you have a disability that can be verified by a medical professional, you may request accommodations to take a civil service test.

[Testing Accommodations Information](#)

You may also meet the criteria to be exempt from taking a civil service test as stated in State Civil Service Rule 22.8(a):

An appointing authority may fill a vacancy by probational appointment, job appointment or promotion of a State Vocational Rehabilitation Services or Blind Services program client without the appointee's attainment of any test scores normally required, provided the appointee meets the Minimum Qualifications of the job, and that the appointing authority documents that the appointee is a bona fide client of a State Vocational Rehabilitation Services or State Blind Services Program, is disabled to such an extent as to prohibit participation in the usual required tests, and is able to perform the duties of the position without hazard to self or others.

If you are a current or former veteran, you may also be eligible for veterans' preference points which are added to your final passing civil service test score or meet the criteria for testing exemptions for veterans.

[Information for Veterans](#)

LOUISIANA REHABILITATION SERVICES

Louisiana Vocational Rehabilitation Services, the flagship program of Louisiana Rehabilitation Services, is an eligibility program that provides assistance with establishing employment goals, help with the employment application process, and continued career counseling throughout the first few months of being hired. Priority for the service is given to applicants with the most significant disabilities. Employment goals and the steps needed to reach these goals are developed by a rehabilitation counselor with input from the vocational rehabilitation client using an Individualized Plan for Employment (IPE).

State Civil Service Rules allow for non-competitive appointment of a client of a State Vocational Rehabilitation Services Program or a State Blind Services Program under the testing exemption requirement listed in the section above, Rule 22.8 (a). This means that state agencies may fill a vacancy without public announcement provided that the vocational rehabilitation client meets all requirements and the agency maintains the proper documentation for the non-competitive appointment.

State Civil Service Rule 22.3 (b) 3 details the criteria for filling a vacancy without public announcement based on participation in these two programs:

22.3 Public Announcement of Job Vacancies.

(a) All vacancies for jobs in the classified service that are filled by probational appointment, job appointment or promotion shall be posted on the Internet in accordance with the Director's policies and procedures except as provided in Rule 22.3(b).

(b) A vacancy may be filled without public announcement in the circumstances listed below:

3. Noncompetitive appointment of a client of a State Vocational Rehabilitation Services Program or a State Blind Services Program under provisions of Rule 22.8(a).

Louisiana Rehabilitation Services also includes the Older Blind/Visually Impaired Program, the Randolph-Sheppard Business Enterprise Program, and the Independent Living Program. More information about these programs can be found on the Louisiana Workforce Commission's website.

[Louisiana Workforce Commission's Louisiana Rehabilitation Services](#)

To apply for Vocational Rehabilitation Services and for more detailed information about the program, contact your local LRS Office.

[LRS Regional Office Directory](#)

RESOURCES FOR JOB SEEKERS

[AbleData](#)

Provides information concerning assistive technology products and rehabilitation equipment, also locates companies that sell this equipment.

[Advocacy Center](#)

A non-profit corporation based in New Orleans with branch offices in Baton Rouge, Lafayette, and Shreveport. Offers legal assistance to nursing home residents, advocates for the rights of group home residents, provides referral services, and education/training services. The Advocacy Center also offers a variety of printable publications for people with disabilities.

[American Foundation for the Blind](#)

Provides access to information, technology, education, and legal resources needed for individuals who are blind or visually impaired to live independent and productive lives.

[Americans with Disabilities Act](#)

Information and technical assistance on the Americans with Disabilities Act.

[Disability Determination Services](#)

Information on Social Security benefits available to Louisiana residents under the Social Security Act.

[Louisiana Assistive Technology Access Network \(LATAN\)](#)

Assists individuals with disabilities to achieve greater quality of life and independence through access to assistive technology.

[Louisiana Commission for the Deaf](#)

Provides accessibility services to Louisiana residents who are deaf, deaf-blind, hearing impaired or speech impaired including telephone and video relay services.

[Louisiana Developmental Disabilities Council](#)

Provides support for people with developmental disabilities to achieve independence and participate fully in their community.

[Louisiana Workforce Commission](#)

Provides information on Louisiana Rehabilitation Services that help individuals with disabilities obtain or maintain employment and also achieve independence.

[U.S. Government Information on Disability Programs and Services](#)

Information on disability programs and services available nationwide.

[Work Pays](#)

A coordinated system of employment support and services for Louisiana residents with disabilities.