



THE BRIDGE:

Connecting State Civil Service and You

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The SCS Mission:

To provide human resource services and programs that enable state government to attract, develop and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana.

Dunbar Award Nominations Due September 13th!

The Charles E. Dunbar, Jr. Career Civil Service Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. I encourage you to take a moment to nominate a state employee who you think is deserving of this award. It is a great way to showcase dedicated employees who work diligently to provide essential services to Louisiana.

Nomination forms, Frequently Asked Questions and other information on nominating a fellow employee can be found [HERE](#).

STAYING CONNECTED:

From the Desk of Shannon S. Templet, SCS Director



Summer was a busy season for Human Resource professionals – the implementation of temporary appointment rules, conducting performance evaluations and plannings, and annual reporting.

This issue of *The Bridge* highlights the Department of Insurance and Southeastern Louisiana University for their Outstanding HR Program Evaluations. These agencies received 100 percent compliance in all categories audited by our Accountability Division. Way to go!

Our Employee Spotlight articles feature employees who are both heroic and dedicated. Through this feature, *The Bridge* asks for your help in recognizing stand out employees. Anyone is welcome to nominate a subordinate, supervisor, manager, coworker, etc.

I would like to commend the Staffing Division of State Civil Service on receiving the Eva N. Santos Communications Award from NASPE for its Realistic Job Previews Program. These preview videos are a great way for potential state employees to get an actual view of the work they may be performing.

Please don't forget to nominate a fellow employee or coworker for the Dunbar Award. The deadline to turn in nomination forms is Friday, September 13th.

LASERS: Enrollment for Part-Time, Intermittent, Temporary, Emergency, WAE and Job Appointment Employees

It is important to realize that Civil Service job classifications and LASERS eligibility rules are very different. Eligibility for LASERS is typically not available to the employee classifications listed above. However, employees must be enrolled in LASERS, regardless of Civil Service classifications, if a position is not part-time and its intended duration is greater than two years. If an employee's normal work schedule is greater than 20 hours per week, the employee is not considered part-time and should enroll in LASERS. The two-year duration is based on the agency's expectation of keeping the position, not necessarily the individual employee. For more information on enrollment in LASERS for temporary appointments, please see [LASERS Liaison Memo Number 13-16](#) or visit www.lasersonline.org.

State Employee Spotlights

By Lindsay Ruiz de Chavez
Public Information Officer

DNR STARS — Brian Flores and Wayne Leger

June 12th started out as normal day of work, but turned into a heroic experience for two Department of Natural Resources employees.

Brian Flores and Wayne Leger, Conservation Enforcement Specialists in the Pipeline Safety Division, were beginning a field inspection on the Town of Melville's gas system when a boating accident occurred nearby. A young man sought help at City Hall after his arm was severely and deeply cut by the blades of a boat motor in the Atchafalaya River. Most who first encountered him were frightened by the severity of his injuries and could not offer assistance. But Brian and Wayne, both being trained in CPR and First Aid, ran to the victim and began to administer first aid. His injuries were extremely severe, but Wayne bandaged the wound to control the bleeding all the while keeping the young man calm. Brian immediately made sure emergency responders were on the way.

Both men attended to him until he was airlifted to a Lafayette hospital for treatment. The man's injuries were so severe that surgery was required and he was hospitalized. The good news is that he is recovering

Brian Flores (left) and Wayne Leger (right). Congratulations to the DNR Stars!

thanks to Brian and Wayne.

All who witnessed the incident are in agreement that the young man's life was saved by these men. We are lucky to have such brave and selfless state employees among us.

Brian Flores has been with DNR since April 2005, and Wayne Leger joined DNR in December 1999. Both men work in the Office of Conservation.



House Concurrent Resolution No. 173 — Barbara Morvant

Barbara Morvant M.N., R.N., the executive director of the Louisiana State Board of Nursing (LSBN), was honored by the House of Representatives in the 2013 Legislative Session for her unwavering passion, dedication, and contributions to the LSBN. House Concurrent Resolution No. 173 commends Ms. Morvant upon her retirement in November 2013 for 25 years of service.

Ms. Morvant is a nationally recognized leader in the field of nursing regulations, and continually provides leadership in the refinement of rules, regulations, and processes in the state of Louisiana and through national activities.

In 2005, Ms. Morvant was the recipient of the R. Louise McManus Award in recognition of her contributions to the improvement of nursing regulations. She was instrumental in establishing the Recovering Nurse Program under the auspices of the LSBN, establishing criminal background analysis for all

licensees and student nurses, and establishing the La Center for Nursing.

Ms. Morvant graduated from Touro Infirmary School in 1970, and Louisiana State University Medical Center, School of Nursing in 1973. She has serviced as executive director of the LSBN since 1988. She also is an active member of the National Council of State Boards of Nursing, the American Nurses Association, and Sigma Theta Tau International Honor Society of Nursing.

Let us join in honoring Ms. Morvant for her invaluable service to the State of Louisiana!



[House Concurrent Resolution No. 173](#)

Outstanding Human Resources Program Evaluations

By Melinda Robert
Accountability Division Administrator

State Civil Service would like to announce two outstanding Human Resources Program Evaluations recently conducted by their Accountability Division. Southeastern Louisiana University and Louisiana Department of Insurance received outstanding evaluations with 100 percent compliance in all categories audited.

The State Civil Service Accountability Division is responsible for providing an objective evaluation of the human resource practices used by state agencies to manage the classified work force. It assesses the effectiveness of those practices and the overall adherence to

merit system principles and compliance with the State Civil Service Rules.

The evaluation reports received by Southeastern and Department of Insurance show the value and importance of excellence they place on human resources management in state government. It is rarely an easy task to receive this type of report as agencies face the many complex challenges in human resources.

Congratulations Southeastern Louisiana University and Louisiana Department of Insurance!



SCS Director Shannon S. Templet and Pamela Croxton, Department of Insurance Human Resources Director, at the May 8, 2013, Commission Meeting.



SCS Deputy Director Byron P. Decoteau Jr. and Kevin Brady, Southeastern University Human Resources Director, at the July 17, 2013, Commission Meeting.

State Civil Service Honored

By Chris Deer
Compensation Division Administrator

The National Association of State Personnel Executives held its 2013 annual meeting in Henderson, Nevada. At the Annual Awards Luncheon, held on July 23, NASPE recognized the Department of State Civil Service with the Eva N. Santos Communications Award for its [Realistic Job Previews](#) Program.

The job preview videos are a product offered the Department of State Civil Service to agency customers to address troubled high turnover jobs. Each video sheds light on the duties and working conditions of the position and profiles an employee who has been highly successful in filling that position. These videos, posted on the state website and on YouTube, introduce prospective employees and /or applicants to the actual work they

will be performing in a position through a format that includes employee interviews and work site tours in a very short, three to four minute, video presentation. The state has been able to correlate the job preview videos with less turnover in typically high-turnover jobs such as the Juvenile Justice Specialist 1 position - which was 107.84 percent prior to the videos and only 33.7 percent after.

The National Association of State Personnel Executives (NASPE) is the recognized authority on state government human resource issues, trends, practices, and policies and serves as a leader and catalyst for the development of state human resources and is dedicated to enhancing the image of state public service.

Implementation of New Office Support Exam and Change to Two-Year Expiration Date for All Tests

By Max Reichert
Staffing Division Assistant Administrator

State Civil Service has developed a new test to replace the Clerical, Office and Administrative Support Test (COAST) that is currently used to select persons applying for clerical and administrative support jobs in the classified service. The new test is the Office Support Exam (OSE). August 30, 2013, was the last date for applicants to take the COAST exam. Applicants may begin taking the new OSE on September 3, 2013. However, the grades will not become active until November 4, 2013. This delay is necessary to build up the new eligible lists.

There will be a transition period from September 3, 2013, through November 3, 2013. During the transition period, agencies will still be able to post and fill vacancies, but eligible lists will be based on the old COAST exam scores. All COAST grades will expire on November 3, 2013, and will no longer be available to be used for probational appointments, job appointments or promotions. Beginning November 4, 2013, agencies will post vacancies using eligible lists based on the new OSE. Applicants are strongly encouraged to take the OSE test during the transition period so they will be able to apply for vacancies as soon as possible using the new OSE scores, starting November 4, 2013. Sample test questions for the new OSE are currently available on our website located under the Test Application Information and Sample Test Questions link in the Job Seeker Resources portal.

The new OSE grades will expire two years from the date they become effective. State Civil Service is also implementing a new general policy of grade expiration for all tests.

Effective November 4, 2013, all test scores for tests administered by State Civil Service will have a two-year expiration date. This includes the Office Support Exam (OSE), Professional Level Exam (PLE), Law Enforcement & Protective Services (LEAPS), Accounting Paraprofessional Test, Engineering Technician Test, Parish Highway Maintenance Superintendent Test and Highway Foreman Test. Applicants who take any of these tests from this date forward will receive a grade that will expire two years from the date it becomes effective. For persons who already have grades that were formerly non-expiring for the LEAPS, Accounting Paraprofessional Test, Engineering Technician Test, Parish Highway Maintenance Superintendent Test or Highway Foreman Test, such grades will now expire on November 3, 2015.

For more details regarding the implementation of the OSE and new grade expiration policy, refer to General Circular Number 2013-017.

For questions regarding the implementation of the new test, please email Max Reichert, Staffing Division Assistant Administrator at max.reichert@la.gov.

Training/CPTP Offer Special Courses

By John DiCarlo
Training/CPTP Program Manager – Business Development

In addition to the traditional course offerings currently listed in the State Civil Service Training Division's CPTP course catalog, Training also offers special training courses upon request. While the CPTP course catalog covers a vast array of subject matters; agencies may have a need for customized or specialized training to address specific agency issues. When this is the case, Training instructional designers meet with the agency representatives to determine their learning objectives and desired learning outcomes. Designers then use this information to design the needed course.

The Training Division has developed and

conducted specialized requested training courses for several agencies and organizations, including the executive staff members of the Louisiana House of Representatives, the Louisiana State Judiciary, and OPH, among others. Topics have included building trust, executive leadership, employee motivation, changing organizational culture, and agency procedures. The Training Division encourages agencies with a need for specialized training and/or coaching to contact us for availability and development times.

For more information on requesting a special course, please contact Dana Le Bherz, Training/CPTP Division Administrator, at dana.lebherz@la.gov.