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DATE: June 9, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Reporting of Appointments Made Per State Civil Service Rule 5.9

State agencies who have promulgated a policy under State Civil Service Rule 5.9 for Dual Career Ladder (DCL) jobs shall report all activities under such policy for the fiscal year ending June 30, 2017, to State Civil Service by July 31, 2017. Reported information should include the following:

- Progress toward DCL program goals
- DCL participant performance standards
- DCL participant selection procedures
- Scope of DCL program use

The DCL Annual Reporting Form can be found by clicking [HERE](#). Please forward a completed form by email to compreports@la.gov by July 31, 2017.

Please note that the DCL Annual Reporting form has been revised this year in order to provide additional assistance for reporting agencies. Revisions include:

- An Instructions section has been added to the DCL Annual Reporting form.
- The Program Goals section has been reformatted. Now, only new policies established during the fiscal year ending June 30th will need to report turnover and ratio of bosses to staff numbers from prior to implementation of the policy. All agencies with a DCL policy will still need to report turnover and the ratio of bosses to staff as of the close of the fiscal year.

- The Performance Standards section instructions have been updated to clarify that only those employees in DCL jobs of the reported job series as of 6/30 need to be listed. Employees that have moved out of DCL jobs during the fiscal year should not be reported.
- The Selection Procedures section has been updated to remove references to supplemental qualifications due to the SCS Staffing Division verifying supplemental qualifications in the posting and selection process. A response is only required in this section if your agency has made any new DCL appointments during the fiscal year ending 6/30. If applicable, describe the process used to select the candidate(s) and indicate the number of appointments into the DCL program – whether promoted, reallocated, job corrected, or hired from outside.
- The Scope of Use section has been updated in order to better align with agency policies. Indicate the maximum DCL usage % as specified by your agency's DCL policy. This may be 20% of all eligible positions or 25% of all eligible staff level positions in accordance with SCS guidelines. Note that your agency's policy may have a different maximum limit as approved by the SCS Commission.
 - The Active Use subsection refers to the number of filled positions as of the close of the fiscal year.
 - The Total Use subsection refers to the total number of filled and vacant positions as of the close of the fiscal year. Only include funded vacancies in this number.

For both subsections, the “non-DCL positions under this policy” refers to the number of eligible positions in the job series as defined by your agency's policy. The DCL positions would not be included in this number. For example:

- If your policy is approved as 25% of staff level Engineers and you have 12 funded positions allocated as Engineer Interns, Engineer 3, and Engineer 4, you would report 12 for the number of non-DCL positions under this policy. This number becomes the denominator in your calculation for DCL participation.

If you have any questions regarding the DCL Annual Reporting Form, you may contact Amber Gorham at (225) 342-8260 or amber.gorham@la.gov

Sincerely,

s/Byron P. Decoteau, Jr.
Director