



**KATHLEEN BABINEAUX BLANCO**  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

**PHILLIP J. JONES**  
SECRETARY

**MATTHEW A. JONES**  
UNDERSECRETARY

## HUMAN RESOURCE MEMORANDUM NO. 01-038

**May 15, 2001**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: Professional Entry Test (PET) Preparation Class**

To be considered for many jobs in state government, applicants are required to pass a Civil Service Professional Entry Test (PET).

Employees interested in taking a PET preparation class should contact the Human Resources Office no later than May 31, 2001. Our department has arranged to participate in a preparation class on June 7, 2001, at the Department of Health and Hospitals training facility, 161 N. Third Street (at the corner of N. Third and Convention). We are limited to a few participants; therefore, seats will be reserved on a first come, first served basis.

If you have any questions, or you would like to sign up to take the PET preparation class, please call the Human Resources Office at (225) 342-0880.

For more information on Civil Service job opportunities, including job specifications and testing schedules, please check the Louisiana Department of Civil Service website at <http://www.dscs.state.la.us/>.

**Please Post and Circulate**