



Louisiana
SCS
State Civil Service

Summary

Compensation's Recentralization Webinar

Amended: May 9, 2016

June 15, 2015

9:00 a.m. to 10:00 a.m.

Monday, June 22, 2015

10:00 a.m. to 11:00 a.m.

Organizers Chris Deer, Compensation Division Administrator
 Brandy Malatesta, Compensation Assistant Division Administrator

Introduction:

We hope the webinar provided you with an opportunity to speak directly with members of the SCS Compensation Division as we prepare for the recentralization of position allocations on July 1, 2015. All members of the Compensation Division were present for the webinar. These webinars are conducted so the HR community and SCS Compensation Division can walk through the procedures and workflows that will become effective July 1, 2015.

Our goal is to provide the HR community with a clear understanding of the processes and procedures for the recentralization. Once we have gone through all of the procedures and processes, you will have the opportunity to ask any questions that you may have. If you do not want to ask your question during the webinar or you have questions or concerns afterwards, please contact the Compensation Division at 225-342-8083.

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Today's Discussion Topics:

Recentralization

Our Commitment

It is our hope that by recentralizing the position classification function, we will be able to leverage staff, technology, and expertise in order to efficiently and effectively allocate position descriptions. We hope this initiative will allow you to spend your valuable time on other, less transactional matters. The Compensation Division is committed to prompt and efficient processing of position descriptions.

When Compensation takes over the process of allocating all positions the workflow will be as follows:

Agency	<ul style="list-style-type: none">• Creates the position description• Employee information, position #, job duties, organizational chart, required signatures• Sends to SCS 1 of 3 ways
SCS	<ul style="list-style-type: none">• Logs & tracks• Processes the request• For new positions, SCS will create the position number for LaGov HCM agencies
Agency	<ul style="list-style-type: none">• Logs in to the HR portal to view the allocation status or decision

Completing Position Descriptions

The following will be required when submitting a position description to SCS:

- The new form dated July 1, 2015; amended form dated April XX, 2016
- All sections of the position description must be completed
- The appointing authority must sign the position description
- Duties and Responsibilities (Totaling 100%)
- Organization Chart
 - Employees Names (if position is filled)
 - Position numbers
 - SCS Job Titles
 - Legible – please no shaded boxes or tiny fonts

Documents that are missing any of the required elements will not be logged in by SCS and will be sent back to the agency. The position description will then have to be resubmitted in its entirety.

Choosing a Type of Request

Type of Request	When is it used? <i>Effective 7/1/2015</i>	What changed? <i>Amended 4/2016</i>
Update	When duties have or have not changed or a reallocation is being requested by the agency.	An allocation review requested by the agency or the employee when the duties have or have not changed or a reallocation is being requested.
New Position	To create a new position for a function of work or set of duties which currently does not exist.	No change
Job Correction	When, as a result of a job study, revisions to a job specification and/or related allocation criteria require the position be allocated to a different job.	No change
Agency Appeal	When the appointing authority disagrees with the allocation decision made previously by State Civil Service Compensation Consultant.	No change
Employee Appeal	When the employee initiates a review for reallocation by SCS	ABOLISH
5.3 Appeal	When the employee appeals to the SCS Director because they disagree with the allocation decision by State Civil Service Compensation Division.	No change

The following additional information will be required on the new position description for all new position requests:

- Organization Unit Number
- Cost Center Number/Fund
- Work Parish
- Personnel Subarea
- Employee Group (FLSA Status)

- Employee Subgroup

This information will only be used to create new positions for LA Gov HCM agencies only. SCS will not have access to any other personnel actions. This data will not be used for any type of reporting. It will simply complete the process from start to finish for the agency.

Submitting Position Descriptions

Agencies will submit position descriptions to SCS one of the three following ways:

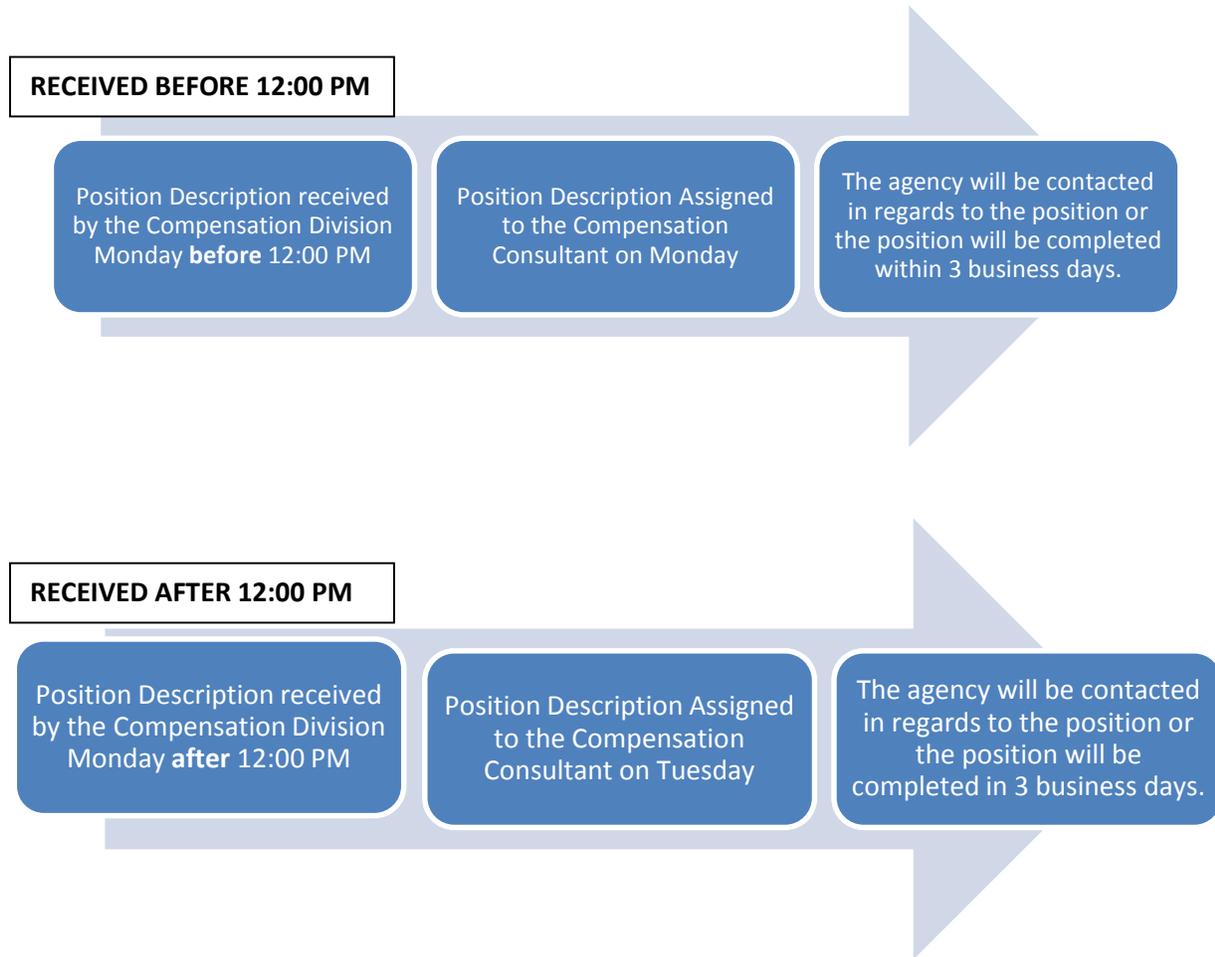
- Option 1
 - Upload.pdf file through the HR Portal
 - Log in to the HR Portal
 - Go to Resources by SCS Division
 - Go to Compensation and select Position Description System
 - Go to Upload Position Description from the Position Description Menu
 - Indicate the Personnel Area Number from the drop down menu and attach the .pdf file(s)
 - Click Upload Files
 - Only .pdf files allowed
 - Up to 30 individual .pdf files can be uploaded at the same time per personnel area
 - Single file size restricted to 7 MB; single file = one position description
 - The HR Portal will be located where the HRInfo sign in is currently located on the SCS website. The HR Portal log ins will be the same as the agency HRInfo sign in at this time. If you do not have a HRInfo sign in the agency HR director should contact Karen Clark at Karen.clark@la.gov.
- Option 2
 - Scan and email the position description to SCSPDS@la.gov
 - Indicate Personnel Area Number/position number or personnel area/New Position in the subject line of the email and attach .pdf file(s). (ex. 335 - #221456 or 335 – New Position)
- Option 3
 - Mail one(1) paper copy to SCS Compensation Division
 - PO Box 94111 – Capital Station
Baton Rouge, La 70804-9111

Effective July 1, 2015, the Compensation Division will no longer mail the position descriptions back to the agency. As of July 1, 2015 agencies will receive their completed position descriptions from the HR Portal.

SCS Receipt and Processing

The Compensation Division is committed to prompt and efficient processing of position allocations. All position descriptions received by SCS before 12:00 pm will be logged as received and assigned to the

Consultant that business day. All position descriptions received by SCS after 12:00 pm will be logged as received and assigned to the Consultant the next business day. The effective date will be the date assigned to the consultant.



How long will it take to process my position description?

Type of Request	Processing time
Update	Will be allocated within 3 business days provided that all the needed information is provided.
New Position	Will be allocated within 3 business days provided that all the needed information is provided.
Job Correction	Will be allocated within the prescribed implementation guidelines of the job study.
Agency Appeal	All appeals will be given priority.
5.3 Appeal	

*Response time will be adjusted for weekends, holidays, and position descriptions placed in suspense. Business Reorganizations may also affect this response time.

HR Portal Status Indicators

The following are the different statuses agencies will see under the “Pending” section of the HR Dashboard when they log in to the HR Portal:

- Assigned to Consultant - Your position description has been received and assigned by SCS and you can expect a response within 3 business days.
- In Suspense - SCS Consultant has contacted the agency to request clarification or additional information.
 - Placing a position description in suspense stops the clock on the 3 day response period while the Consultant is having discussions with the Agency.
 - Notes regarding the suspense action will be placed in the comments section of the log which can be viewed from your dashboard.
 - When additional information is received, the position description will not automatically be taken out of suspense. Once it is determined that everything needed to make an allocation decision is present, the position description will be taken out of suspense.
 - Items in suspense for 30 days with no response from the agency will be returned without action.
- Pending Supervisor Approval – The SCS Consultant has submitted the position description for supervisor approval if applicable.

The following are the different statuses agencies will see under the “Completed” section of the HR Dashboard when they log in to the HR Portal:

- Completed – Position description has been completed and you can view, save, or print from your agencies HR Dashboard.
- Completed / No Position Number – This is only for non LaGov HCM agencies. You will not receive approval for the position until we receive a new position number.

Allocation Decision Available in the HR Portal

Agencies are encouraged to continuously check their dashboard for completed position descriptions. Once the position description is completed, agencies have the option to view, print, or save the file from the HR Portal. All completed position descriptions will have a Position Description Approval Sheet attached that indicates the approved job codes, pay levels, job titles, etc. The effective date of the position description will be the date it was assigned to the SCS Consultant.

Creating New Positions

SCS will be creating new position numbers for LaGov HCM agencies for all New Classified Positions and New Classified WAE Positions. The position number created will be on the Position Description Approval sheet. Once SCS has created the new position number in LaGov HCM, position characteristics can still be edited by the agency. Agencies may run the ZS13 report which will force the overnight process to allow for two different personnel numbers to affect a record. Agencies should also note that SCS will not be adding data to the Planned Vacancy tab. That information will need to be maintained by the agency.

Non-LaGov HCM Agencies will have a status indicator of “Completed/No Position Number” once SCS has allocated the position. The agency will then create the position and e-mail the position number to SCSPDS@la.gov. When e-mailing position numbers the log number and position number should be entered into the subject line (Ex: Log 110456 – Pos # 50463289). Once SCS receives the position number, we will update the status indicator to Completed and the agency will be able to view the completed position description with the approval sheet.

HR Portal – Inquiry Menu

Another feature available through the HR Portal/Position Description System is an inquiry menu. Agencies will have the following three (3) inquiry options available: Position Number Inquiry, Incumbent Name Inquiry, and Job Code Inquiry. This inquiry feature is only for your agency, and not a statewide search.

*****Important Notes*****

- All delegated classification authority agreements are void effective close of business June 30, 2015.
- Effective July 1, 2015, the new position description forms must be used. During the transition phase, old forms will be accepted through July 31, 2015 but will be processed through the Position Description System (PDS).
- Effective July 1, 2015, the Compensation Division will no longer mail the position descriptions back to the agency.
- There will be new forms available July 1, 2015 for the following:
 - Position Description Form
 - Classified WAE Position Description
 - Request from Exemption from the Classified Service
- The Position Description Approval sheet will serve as your written authority. There will no longer be a handwritten approval at the top of the position description.
- SCS will create new position numbers for all LaGov HCM agencies.
- You will only see your agency’s information in your HR Portal Dashboard.
- The process for submitting 4.1(d) 1 and 4.1(d) 2 requests is not changing, however, there is a new form and SCS will be creating new position numbers.
- Any position descriptions submitted prior to July 1, 2015 will be processed per the current procedures and agencies will receive an email with their approved position description.
- Pending new position requests received prior to July 1, 2015 will be processed per the current procedure. Agencies will create the position number and send to SCS Compensation division as they currently do.

Questions from the Call

Q: Since the new forms have to be used beginning July 1st, shouldn't we have access to the forms before this date? It will allow us time to communicate with our departments.

A: SCS has established a transition process to assist with this. We will still accept old position description forms through July 31. This allows us a period to close out the use of the old form and begin using the

new form.

Q: Will this power point be made available after the webinar?

A: Yes.

Q: Will agencies still have an individual consultant to assist them with compensation issues?

A: Yes.

Q: Will all agencies including the “paper agencies” have access to this HR Portal?

A: Yes.

Q: Will I still need to add CPG relationships and Supervisory relationships or will SCS Staff do this?

A: HR will still add these characteristics. SCS will only be creating new position numbers from the information provided on the position description form.

Q: Will we need to wait a certain amount of time before submitting a second batch of SF-3s if we are uploading more than 30 at a time?

A: You will not need to wait a certain amount of time. You can upload bunches of 30 back to back.

Q: Is a non-paid agency still considered a LaGov Agency?

A: Yes.

Q: I have a question about the ZS13 - does this mean that we cannot finish creating a new position on the same day that SCS creates the position? Will we have to wait overnight?

A: You will not need to wait overnight. The ZS13 will force that process.

Q: How long will the positions stay in the Dashboard?

A: Positions will only stay on the dashboard for a set period of time. However, you will always be able to search and find the position in the HR Portal

Q: When will this HR portal be available?

A: July 1, 2015

Q: How will Master Job Descriptions be handled?

A: Master job descriptions will be handled the same way they are now.

Q: Will SCS be reporting any agency information to OPB or is this additional information needed for Organizational Management purposes only?

A: No, This information will only be used to create new positions for LA Gov HCM agencies only. SCS will not have access to any other personnel actions. This data will not be used for any type of reporting. It will simply complete the process from start to finish for the agency.

Q: Will help script PPOME be updated to reflect the new process for creating & maintaining positions?

A: No. The script in LaGov will remain the same. This is simply a process that SCS is taking over.

Q: How will we get access to the new forms on 7/1/2015?

A: We will be sending these out through HR Notification and they will be available on the SCS website.

Q: Would an agency be able to allocate position descriptions now with a future effective date of July 1st?

A: No, all allocations made under delegated authority must have an effective date of 6/30/15 or earlier.