

# Recentralization

1

**POSITION DESCRIPTION SYSTEM  
(PDS)**

**COMPENSATION DIVISION**

**JUNE 22, 2015**

# Questions/Comments

2

If you have questions about today's call, please make note of the slide number and hold your questions until the end of the presentation.

Once the presentation is complete, please use the **Raise Hand** icon to let us know you have a question or comment. You will be prompted by the organizer when it is your turn to speak.

Please use the **Questions** feature to send a question if you are unable to participate in the discussion.

# Outline

3

- **Step 1:** Completing Position Descriptions
- **Step 2:** Submitting Position Descriptions
- **Step 3:** SCS Receipt and Processing
- **Step 4:** Allocation Decision Available in the HR Info Portal
- **Step 5:** Appeal Processes
- **Important Notes**

# Step 1: Completing the Position Description

4

- **What is required to submit a position description?**
  - The new form dated July 1, 2015 must be submitted
  - All sections must be completed
  - Appointing Authority signature
  - Duties and Responsibilities
  - Organizational Chart
    - ✦ Employees' Names (if filled)
    - ✦ Position Numbers
    - ✦ SCS Job Titles
    - ✦ Legible – please no shaded boxes or tiny fonts
- **Documents missing required elements will not be logged in and will be sent back to the agency. The position description will then have to be resubmitted in its entirety.**

# Choosing Type of Request

5

- **Update** – Used when duties have not changed and the position description needs to be updated according to SCS policy; or duties have changed and a reallocation is being requested.
  - This is a definition change. Currently update is only used when position descriptions need to be updated according to SCS policy and duty changes are so minor that a reallocation is not expected.
- **New Position** – To create a new position for a function of work or set of duties which currently does not exist.

# Choosing Type of Request

6

- **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.

# Choosing Type of Request

7

- **Agency Appeal** – When the Appointing Authority disagrees with the allocation decision made by SCS.
- **Employee Appeal** – When the employee initiates a review for reallocation by SCS.
- **5.3 Appeal** – When the employee appeals to the SCS Director because they disagree with the allocation decision by SCS.

# New Position Description

Effective July 1, 2015

8

Louisiana <b>SCS</b> State Civil Service		<b>POSITION DESCRIPTION</b> Form Revision Date: 07/2015		COMPENSATION DIVISION DEPARTMENT OF STATE CIVIL SERVICE P.O. BOX 64111 - CAPITOL STATION BATON ROUGE, LA 70804-9111	
<b>1 TYPE OF REQUEST</b>					
Check appropriate request boxes. If master job description, please attached master list of positions.					
<input type="checkbox"/> UPDATE	<input type="checkbox"/> AGENCY APPEAL	<input type="checkbox"/> MASTER			
<input type="checkbox"/> JOB CORRECTION	<input type="checkbox"/> EMPLOYEE APPEAL	<input type="checkbox"/> CAREER PROGRESSION GROUP	PERSONNEL AREA CODE	POSITION NUMBER	
<input type="checkbox"/> NEW POSITION	<input type="checkbox"/> 5.3 APPEAL				
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)			CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE	
REQUESTED OFFICIAL JOB TITLE			REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE	
<b>2 INFORMATION REQUIRED FOR NEW POSITION</b> <small>FOR LA GOVERNMENT AGENCIES ONLY</small>					
ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER	WORK PARISH	PERSONNEL SUBAREA		
EMPLOYEE GROUP (CHOOSE ONE)		EMPLOYEE SUBGROUP (CHOOSE ONE)			
<input type="checkbox"/> FT HOURLY	<input type="checkbox"/> FT SALARY	<input type="checkbox"/> PT HOURLY	<input type="checkbox"/> PT SALARY	<input type="checkbox"/> NON-EXEMPT	<input type="checkbox"/> EXEMPT
<b>3 GENERAL INFORMATION</b>					
EMPLOYEE'S NAME - FIRST, LAST		Employee Qualifies For Job	HUMAN RESOURCES CONTACT		
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
AGENCY/DEPARTMENT - OFFICE - DIVISION			HUMAN RESOURCES TELEPHONE		
OFFICIAL TITLE OF SUPERVISOR		DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL		
<b>4 COMPARATIVE POSITIONS</b> <small>List positions that have similar or identical duties to this position.</small>					
INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY			
<b>5 SUPERVISORY ELEMENTS</b> <small>ORGANIZATIONAL CHART MUST BE ATTACHED</small>					
<input type="checkbox"/> DETERMINES WORK ASSIGNMENTS	<input type="checkbox"/> RECOMMENDS HIRING/PROMOTIONS	<input type="checkbox"/> TRAINS STAFF	NUMBER OF DIRECT SUBORDINATES		
<input type="checkbox"/> REVIEWS AND APPROVES WORK	<input type="checkbox"/> PREPARES & SIGNS PES RATING	<input type="checkbox"/> APPROVES LEAVE			
<b>6 ATTACHMENTS</b> <small>Check to indicate attachments.</small>					
<input type="checkbox"/> Organizational Chart (required) <input type="checkbox"/> Duties / Responsibilities (required) <input type="checkbox"/> Comments <input type="checkbox"/> MID Position Numbers <input type="checkbox"/> Contracted Personnel Form					
<b>7 SIGNATURES</b> <small>Sign and print below.</small>					
EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge.			
		<input type="checkbox"/> I certify that I have reviewed the position description. I disagree with the portion of the contents and have attached comments.			
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document.			
		<input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.			
APPOINTING AUTHORITY (Required for processing)	DATE	<input type="checkbox"/> I certify that I agree with this document.			
		<input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.			

- Information Required for New Position (*NEW*)
  - Org Unit Number
  - Cost Center Number
  - Work Parish
  - Personnel Subarea
  - Employee Subgroup
  - Employee Group
    - ✦ FT Hourly / Salary
    - ✦ PT Hourly / Salary

# Step 2: Submitting Position Descriptions

9

## Option 1:

- **Upload .pdf file through the HR Info Portal**
  - Select Personal Area Number from the drop down menu and attach .pdf file(s)
  - Only .pdf files allowed
  - Up to 30 individual .pdf files can be uploaded at the same time per personnel area
    - ✦ For multiple file upload, we recommend Internet Explorer 10 or higher
  - Single file size restricted to 7 MB; single file = one position description
- **The HR Info Portal log will be located where the HRInfo sign in is currently located on the SCS Website.**
- **HR Info Portal log ins will be the same as the agency HRInfo sign in at this time.**
- **If you do not have an HRInfo sign in the agency HR Director should contact Karen Clark at [karen.clark@la.gov](mailto:karen.clark@la.gov).**

# Step 2: Submitting Position Descriptions

10

## Option 2:

- Scan and email to [SCSPDS@la.gov](mailto:SCSPDS@la.gov)
  - Indicate Personnel Area Number/position number in the subject line and attach .pdf file(s)
    - ✦ Ex: 0330/#50362428 OR 0330/New Position

## Option 3:

- Mail one (1) paper copy to SCS Compensation Division
  - PO BOX 94111 – Capitol Station  
Baton Rouge, LA 70804-9111

# Step 3: SCS Receipt and Processing

11

- Position descriptions received before 12:00 pm will be logged as received that business day and assigned to the Consultant the next business day.
- Position descriptions received after 12:00 pm will be logged as received the next business day and assigned to the Consultant the following business day.
- The effective date of the position description will be the date it is assigned to the Consultant.

# Step 3: SCS Receipt and Processing

12

- **Example:**

- A position description received on Monday before noon will be logged as received on Monday and assigned to the Consultant on Tuesday.
  - Tuesday is day one and the effective date.
- A position description received on Monday after noon will be logged as received on Tuesday and assigned to the Consultant on Wednesday.
  - Wednesday is day one and the effective date.

# Step 3: SCS Receipt and Processing

13

- **How long will it take to process my position description?**
  - Update and New Position requests will be allocated within 3 business days provided that all the needed information is provided.
  - Job Correction requests will be allocated within the prescribed implementation guidelines of the job study.
  - All appeals will be given priority but may not be allocated within 3 business days. However, you will be contacted regarding the appeal within 3 business days.
  - Response time will be adjusted for weekends, holidays and position descriptions placed in suspense. Business Reorganizations may also affect this response time.

# Step 3: SCS Receipt and Processing

14

- **Status Indicators**

- **Received by Compensation** – SCS has received your position description.
  - ✦ **Assigned to Consultant** – Position description has been assigned and you can expect a response in 3 days.
  - ✦ **In Suspense** – SCS Consultant has contacted the agency to request clarification or additional information.

# “In Suspense”

15

**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 conversations with the Agency.
- ✦ Notes regarding the suspense action will be placed in the comments box and 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.

# Step 3: SCS Receipt and Processing

16

- **Pending Supervisor Approval** – The SCS Consultant has submitted the position description for supervisor approval.
- **Completed** – Position description has been completed and you can view, save or print from your 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.

# Step 4: Allocation Decision Available in the HR Info Portal

17

- Continuously check dashboard for completed position descriptions.
- Available options:
  - View
  - Print
  - Save
- Position Description Approval sheet will be attached to all completed position descriptions.
- The effective date of the position description will be the date it is assigned to the Consultant.
- Agencies will have an inquiry option to view all their agency's position descriptions entered in to PDS.
  - Position Number Inquiry
  - Incumbent Name Inquiry
  - Job Code Inquiry

# Step 4: Allocation Decision Available in the HR Info Portal

18

- **SCS will be creating new position numbers for LaGov HCM agencies for the following allocations:**
  - New Classified positions
  - New Classified WAE positions
- **The position number created will be on the Position Description Approval sheet.**
- **Position characteristics can still be edited by the agency.**
  - ZS13 Report
  - SCS is not adding data to the Planned Vacancy tab

## Step 4: Allocation Decision Available in the HR Info Portal

19

- Non-LaGov HCM Agencies will have a status indicator of “Completed/No Position Number.”
- The agency will need to e-mail the position number to [SCSPDS@la.gov](mailto:SCSPDS@la.gov), putting the log number and position number in the subject line.
  - Ex: Log 110456 - #50463289
- Once the position number is received the status will be changed to “Completed” and the Agency will be able to print, view or save the position description with the Position Description Approval sheet.

# Step 5: Appeals Process

20

- **Agency Appeal** – When the Appointing Authority disagrees with the allocation decision made by SCS. These will be forwarded to the Compensation Division Administrator.
- **Employee Appeal** – When the Employee initiates a review for reallocation by SCS.
- **5.3 Appeal** – When the Employee appeals to the SCS Director because he/she disagrees with the allocation decision made by SCS.

# Important Notes

21

- 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 PDS system.
- The Compensation Division will no longer mail the position descriptions back to the agency.
- New Forms:
  - Classified WAE Position Description
  - Request for Exemption from the Classified Service

# Important Notes

22

- The Position Description Approval sheet will serve as your authority. There will no longer be handwritten approval at the top of the position description.

COMPENSATION ADMINISTRATOR DEPARTMENT OF STATE CIVIL SERVICE P.O. BOX 64111-CAPITOL STATION BATON ROUGE, LA 70804-9444		POSITION DESCRIPTION APPROVAL	Louisiana SCS State Civil Service
Department:	1300 - DEQ		
Agency:	0850 - DEQ-Office of the Secretary		
Position Number:	569875		
Allocation Action:	Affirmed		
Official Allocation:	ENV SCIENT SUPV		
Job Code:	164880		
Pay Level:	TS-314		
Delegated:	No		
Career Progression Group:	No		
Master Job Description:	No		
Effective Date:	06/09/2015		
Position Audited:	No		
Audit Date:			
Comments:			
Log Number:	316		
Consultant:	Jennifer Ruckstuhl		
Supervisor:	Elizabeth Montalbano		

# Important Notes

23

- Definition change for update requests.
- Compensation Staff will create new position numbers in LaGov HCM for LaGov HCM agencies.
- All delegated classification authority agreements are void effective close of business June 30, 2015.
- You will only see your agency's information in your HR Info 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 the new position numbers.

# Important Notes

24

- **Transition**

- Any position descriptions submitted prior to July 1 still pending will be processed per the current procedure and agencies will receive an email of their approved position description.
- Pending new position requests received prior to July 1 will be processed per the current procedure. Agencies will create the position number and send to SCS Compensation Division as normal.
- Old position description forms (including Classified WAE Requests) will be accepted through July 31, 2015 but will be processed through the PDS system.

# Recap

25

Agency

- Creates position description
- *Employee info, position #, job duties, organizational chart, required signatures*
- Sends to SCS

SCS

- Logs & tracks
- Processes the request
- For new positions, SCS will create the position number for LaGov HCM agencies

Agency

- Logs in to view allocation status or decision

# Questions from the previous webinar

26

- **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.**

# Questions from the previous webinar

27

- **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**

# Questions from the previous webinar

28

- **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 LAGov 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.**

# SCS Changes

29

Questions?

# Contact Info

30

- **Chris Deer, Compensation Division Administrator**
  - [chris.deer@la.gov](mailto:chris.deer@la.gov)
  - 225.342.8083
  
- **Brandy Malatesta, Compensation Assistant Division Administrator**
  - [brandy.malatesta@la.gov](mailto:brandy.malatesta@la.gov)
  - 225.342.8266

# Contact Info

31

- **Janelle Haynsworth, Compensation Supervisor**
  - 225.342.8264
  - [janelle.haynsworth@la.gov](mailto:janelle.haynsworth@la.gov)
  
- **Elizabeth Montalbano, Compensation Supervisor**
  - 225.342.8259
  - [elizabeth.montalbano@la.gov](mailto:elizabeth.montalbano@la.gov)