



SPECIFIC REQUIREMENTS FOR POSITION ACTIONS

1. Allocation and Reallocation of Positions

- Position description must be sent to State Civil Service with the required elements
- Supporting documents such as organizational charts, audit reports, notes, etc.
- Documentation of position changes or movement including job titles, job codes and position numbers
- Documentation of who verified the qualifications

Special note about position descriptions:

Please refer to [Completing the Position Description](#) and [Submitting the Position Description](#) for more information.

Special note about jobs in career progression groups:

Position descriptions reflect the title of the "cap" of the career progression group (CPG), or the highest level in the career progression group that the duties assigned to the position will support.

NOTE: In LaGov HCM, agencies should reflect the cap of the CPG as the BCTR relationship in Organizational Management, Relationships while the actual job title for the incumbent in the CPG is assigned to the B007 relationship. That way, the position has recorded the highest level or cap of the CPG and at which level the incumbent is assigned within the CPG.

2. Pay Documentation

- Change in salary (from and to amounts and % increase or decrease)
- Reason for pay change (example: market adjustment)
- Appointing authority's approval
- Letters of request and justification to the Civil Service Commission
- Letters granting Commission approval of requests
- Agency pay policies as required by rules