

What are the different ways an agency or employee can submit a position description to State Civil Service (SCS)?

- Upload .pdf file through [HR Info Portal](#) (Agency Method)
 - Select Personnel Area from the drop-down menu and attach the file
- Email one (1) electronic copy to SCSInfo@la.gov (Employee Method)

What are the required elements needed to submit a position allocation request to SCS?

- Complete all of the sections of the Position Description Form and have the Appointing Authority sign and check appropriate request boxes in signature section.
- Fill out the Nature of Request and Duties and Responsibilities sections in accordance with Chapter 5.
- Attach a legible organizational chart, which must include each employee's name, position number, and SCS Job Title.

What happens if a required element is not included when a position description form is submitted to SCS?

- The position description will be returned to the agency through an email letting them know that something was missing. The agency will have the chance to gather what is missing and resubmit.

When uploaded through the HR Info Portal, what is the expected turnaround time?

- SCS is committed to a five-day response time. This means that within five days of the position description being assigned to the consultant, you will be contacted in regards to the position or the position description will be completed by close of business on the fifth day. Appeals, job corrections, and business reorganizations do not fall under the five-day response time.

What does the “In Suspense” status indicate?

- When additional information, clarification, and/or document(s) are needed before the consultant/supervisor can complete the allocation process.

What information will be included in the Comments section?

- SCS will use this space for clarification and documentation of information, if applicable.

Will the HR Info Portal allow the agency to view other agencies' information?

- No, you will only have access to your agency's Personnel Areas.

Will SCS establish a position number for ALL new positions?

- No, new positions will only be created for LA Gov HCM agencies.

What information is needed for SCS to establish a position number for LA Gov HCM agencies?

- Organization Unit Number
- Work Parish

- Personnel Subarea
- Employee Group (FT Hourly, FT Salary, PT Hourly)

What is SCS going to use this information for after creating the position number?

- This information will only be used to create new positions. SCS will not have access to any other personnel actions. This data will not be used for reporting. It will simply be completing the process from start to finish for the agency.

What is the process for non-LA Gov HCM agencies to report position numbers to complete the process?

- Your HR Portal status will be “Completed – No Position Number”. The agency needs to email the position number to your assigned SCS consultant, putting the Log Number and Personnel Area number in the subject line.

Can I save the completed .pdf file from the HR Info Portal?

- Yes, you can view, print, and even save from the HR Portal.

How will I know that my position description has been completed?

- HR can log into the HR Portal at any time to review the status of the position.

What if the agency does not agree with the allocation received?

- The agency may resubmit the position description as an agency appeal.

How can an agency receive sign-in credentials for the HR Info Portal?

- The agency’s HR Director can contact the Applications and Data Management Division at SCS-AppData@la.gov to get access.

What are the different status indicators in the HR Info Portal?

- Assigned to Consultant
- In Suspense
- Pending Supervisor Approval
- Completed - No Position Number
- Completed

Can an agency edit the position characteristics on the new position that SCS has created?

- Yes, after it is established the agency can edit any part of the record. The agency can run the ZS13 report, which will “force” the overnight process to allow for two different personnel numbers to edit a record.

How does an employee request a 5.3 appeal?

- The employee will have the option to bring the Position Description Form to HR to obtain a signature from the Appointing Authority, or they can send it directly to SCS if they do not feel comfortable going to HR first. However, if the employee submits a 5.3 appeal directly to SCS without the Appointing Authority signatures, SCS will send the position description to the agency’s HR to obtain the necessary signatures, and the employee will be notified of this process and the slight delay. Once the signatures have been obtained, the SCS Director (or Designee) will review and process the appeal.

Can an agency upload multiple files at a time?

- Yes, the HR Portal allows an agency to upload more than one file at a time.

Is there a limit on how many you can upload?

- Yes, the HR Portal will allow an upload of a maximum of 30 (7 MB or less) files at a time.