



There are still many instances in which State Civil Service Compensation staff allocates positions. The most common examples are when an agency does not have classification delegation authority or when a job title is requested but agencies are not authorized to use their delegated authority for that specific job title. When position descriptions are submitted to SCS to allocate, the following process occurs:

1. Two copies of the SF-3 or Classified WAE Position Description forms are logged into the State Civil Service tracking system, with the receipt date recorded. Allocation decisions are generally effective on the date of receipt. An exception would be job corrections, which are effective date on the implementation date of the corresponding job study.
2. The SF-3 or Classified WAE Position Description is then assigned to the appropriate consultant.
3. A State Civil Service consultant researches the position using information included on the SF-3 or Classified WAE Position Description, as well as, tools such as job specifications, allocation criteria memos, and precedent positions. Occasionally, consultants conduct Allocation Reviews (on-site interviews) to learn more about the duties of certain positions. This is a meeting with the employee and supervisor, which may be at the employee's desk or in a conference room. It may include a tour of the unit or facility in which the employee works. This entire process may not be applicable to temporary positions.
4. Based on the State Civil Service job specifications and other references, the consultant chooses the most appropriate title for allocation, and completes the top portion of the SF-3 or Classified WAE Position Description.
5. One copy of the SF-3 or Classified WAE Position Description is kept at State Civil Service for department files. The other copy is returned to the agency.

After the SF-3 or Classified WAE Position Description is returned with an allocation decision, enter the position information into your HR system. For a new position, the position number must be emailed to State Civil Service via Anne-Marie.Davis@la.gov. Please note your agency, the job title and position number in this email.

State Civil Service provides program support services to some state agencies, whereby SCS staff enter position and personnel actions into the LaGov HCM system. If your agency is designated as a "Program Support Agency," certain information will be required from the agency. Further information can be found [here](#).