



**Allocation Guidelines – Agencies with Delegated Authority
Classification Delegation Program Policies**

Revised 3/3/15

Delegated Classification Contract

The mechanism to begin processing allocations using delegated classification authority is a “Delegated Classification Contract” signed by the participating organization and the Department of Civil Service. This contract will only be signed after at least one employee of the agency has completed training offered by the Compensation Division.

The Delegated Classification Contract should be updated any time there is a change in the agency parties who have signed the document. A new contract is not needed if additional staff are trained in the program and are working under the supervision of one of those parties.

The Director of Civil Service, or his designee, may suspend, revoke, or otherwise limit delegated classification authority for an agency at any time and for whatever reasons he deems appropriate. These reasons may include, but are not necessarily limited to:

1. An obvious pattern of mis-allocations.
2. Numerous or serious policy violations.
3. Confirmed allegations of fraud.
4. Approving actions that circumvent competitive hiring rules.
5. Failure to submit position descriptions on a timely basis after allocation decisions are effected.
6. Failure to update related positions affected by agency allocation decisions.
7. Failure to respond to reasonable requests for information or meetings in a timely manner (particularly requests to resolve questions resulting from the “post audit” of delegated actions).

The Delegated Classification Contract may be found in [Job Aids & Resources, Delegated Classification Contract](#) as well as in [Forms](#).

Authorized Actions and Jobs:

The Compensation Division will determine those jobs that must be allocated by the Department of Civil Service. A detailed list of these jobs is located at [Job Aids: Non-delegated Job Titles](#).

Please refer to this list periodically, particularly for jobs that you do not regularly use and shortly after major changes are implemented to the classification or pay plan (i.e. pay hearings or interim approval memos). We will use this list to advise you of jobs that we do not want the agencies to allocate for various reasons, including those that should not be used because they are pending abolishment.

Agencies shall not allocate positions to job titles that are unique to another organization unless they receive prior written approval (usually via email) from the Compensation Division. A copy of this approval should be attached to the position description when it is submitted to Civil Service.

Agencies are authorized to create new positions and reallocate or update existing positions.

Downward reallocations of occupied positions may not be done with your delegated authority. You may process a downward reallocation of a vacant position. You should notify your Compensation Consultant and your Employee Relations Consultant to discuss duty changes that appear to require a position to be allocated to a lower level.

Job corrections may ultimately be processed by the agencies, but require prior approval from the Compensation Division. Usually this approval will be documented in the implementation instructions for the job study that makes the job corrections necessary. This information is located in [Procedures: Job Studies, Implementation](#). Choose the job series or title in question and select "Implementation/Walkover Chart and Instructions." If you have any questions about whether you are authorized to process job corrections on those specific titles after reviewing the instructions, please contact your Compensation Division Consultant. Please do not assume automatic walkover without regard for current duty assignments. Positions must always be allocated to the appropriate level as defined on the job spec and any related allocation criteria.

Filled positions that appear to support reallocation shall typically be established as new positions when one or more of the conditions noted below apply. (Exceptions may be made to these conditions on a case by case basis, but should be carefully documented. Please contact your Compensation Division Consultant if you have any concerns about a specific position).

1. Movement from a non-professional job to a professional job
2. Movement from a non-supervisory job to a supervisory job
3. Movement between pay schedules (and in some cases occupational groups)
4. Movement of 3 or more pay grade levels
5. Drastic changes in previous duty assignments
6. Unclassified to Classified
7. Non-law enforcement to law enforcement

The agency may process the first request for reallocation. If an employee disagrees with the decision, an employee appeal may be sent to the Compensation Division. These appeals and 5.3 appeals to the Director will be decided by Civil Service.

The agency may, at its' discretion, forward position allocation requests to the Compensation Division for review and processing. It is best to refer requests for allocation or reallocation if the agency's objectivity is uncertain or external pressures exist.

Position Descriptions:

The position description is a legal document designed to officially document the duties assigned to the occupant of a position by the management of the organization. These stated assignments should closely parallel the duties actually performed by the employee. Positions should not be reallocated based on anticipated duty changes.

In accordance with Rule 5.2(d), the signature of the appointing authority/designee is always required. Employee and direct supervisor signatures are strongly suggested for checks and balances. SF-3s submitted without supervisor and/or employee signatures should include (on separate correspondence) an explanation of the absent signature(s).

Include two sets of initials in the consultant and supervisor blocks. These initials document the requirement that each allocation decision is reviewed by the initial decision-maker and a second party.

Individuals initialing approval of allocations must have completed Classification Delegation Training provided by the Compensation Division. The same individual should not sign as the supervisor, appointing authority AND initial the final approval of position allocations. Agencies must ensure that appropriate checks and balances are observed.

Position numbers should be noted on the position descriptions after delegated actions are entered into your automated system and before copies are sent to Civil Service.

If there is no delegated classification authority, send two copies of the SF-3 to Civil Service. We will allocate the position, return a copy to you and retain one copy for our files. If a new position is required, please email the position number to Anne-Marie Davis at anne-marie.davis@la.gov as soon as you enter the action into your system and a position number is assigned.

If the position is to be set up in a Career Progression Group, information can be found in [Procedures: Career Progression Groups](#). The SF-3 should be allocated to the highest level in the group that the duties and responsibilities support. The position should be created in your HR system at the level within the career progression group that the position will be filled. This procedure will allow you to move employees through the training series group without updating the SF-3 for routine progression.

Position Description for Temporary Positions:

Agencies may also, by their delegated authority, allocate positions that exist for a temporary or finite period of time and are specifically created for temporary appointments. Position duties must be documented on the [Classified WAE Position Description](#) and a copy must be submitted to SCS within 30 days of the allocation effective date.

Effective Dates:

Delegated classification actions should be made effective no earlier than the beginning of the payroll period in which they are entered into your automated system. Position descriptions must be submitted immediately, thereafter.

Exceptions to this policy may be made on a case by case basis. Prior written approval of exceptions (usually via email) from the Compensation Division is required. A copy of this approval should be attached to the position description when it is submitted to State Civil Service.

The effective date of the allocation should not precede the date that the appointing authority signs the position description.

Reallocations in training series jobs may be entered with a prospective effective date, as no change to the position description is required.

Corrective Actions:

The Director of State Civil Service may order that a position be allocated to a different job than that to which it was allocated pursuant to delegated authority. The appointing authority must effect such changes in accordance with the procedures and within the time limits specified by the Director.

The Compensation Division will adopt as liberal a view as possible to avoid “micromanaging” or damaging the credibility of agency staff. We will however direct changes when required to maintain the integrity of the classification plan and the classification delegation program. If such a change is mandated, a specific Allocation Change Notification Process will be followed to ensure that affected employees are given due process.