

Position allocations begin with the [Position Description Form](#). It is important for HR personnel to ensure that the form is completed correctly and that the document complies with SCS [Rule 5.2\(d\)](#). Although the rule provides that allocations are based on duties that have been certified as true by the appointing authority, it is a best practice to have the employee and the employee’s supervisor review the duties as well.

Requirements for updating positions:

- At a minimum, position descriptions, including Classified WAEs, must be updated every five years.
- Position Descriptions must be updated when major duty changes have taken place.
- Position Descriptions must be updated prior to filling a vacant position at the supervisory level or above unless the position description has been updated within the last twelve months.

The components of the Position Description Form require the agency to provide information on the position and the incumbent as applicable. This information is used to help SCS determine the appropriate action based on the type of request being made. The form requires the agency to provide supporting attachments such as an organizational chart that shows the reporting relationships applicable to the position. SCS will keep the completed position description document for six (6) years.

The following steps will assist you in completing the position description.

1. Type of Request:

The following chart provides guidance on determining the nature of the request. Indicate the one choice that best applies to your situation on the position description form.

Type of Request	What is it?	When is it used?
New Position	Typically, a collection of duties and responsibilities that did not exist prior to the creation of the new position.	<ol style="list-style-type: none"> 1. To create a new job for which a position has never existed. 2. To allow for competition when a position’s duties have changed drastically. 3. When a position is moving from a non-supervisory job to a supervisory job 4. When a position is moving from a non-DCL job to a DCL job

Type of Request	What is it?	When is it used?
Update	An allocation review requested by either the agency or the employee when duties have or have not changed.	When duties have or have not changed or a reallocation is being requested.
Agency Appeal	An appeal initiated by the agency's Appointing Authority (or his or her designee) to change the allocation of a position to a different job title.	When the Appointing Authority disagrees with an allocation decision made previously by SCS.
5.3 Appeal	Under SCS Rule 5.3(b), an employee affected by the allocation or reallocation of a position to a job shall be afforded a reasonable opportunity to have his case reviewed by the SCS Director (or the Director's designee).	When an employee disagrees with an allocation decision made previously by SCS, the employee may file a 5.3 Appeal. The process involves an interview with the employee, after which the SCS consultant provides a recommendation on the allocation of the position to the Director. The Director or designee reviews the report and makes the final allocation decision.
Job Correction	A change in the allocation of a position as a result of an SCS Job Assessment.	When revisions to a job specification and/or related allocation criteria require the position to be allocated to a different job.

The boxes for Career Progression Group and Master in the Type of Request section on the position description may be checked in addition to any of the above requests.

Type of Request	What is it?	When is it used?
Career Progression Group	A pre-defined list of job titles that may be used to hire and reallocate employees for recruiting, training, and retention purposes. Initial placement and movement within the group are based on a combination of experience, duty assignments, competencies, and performance.	When a position is assigned a higher level of duties but the agency decides to hire an employee at a lower level for training purposes.
Master	A single position description encompassing the identical duties of two (2) or more positions under the same supervisor	When two (2) or more positions are assigned to the same supervisor and are performing identical duties.

When submitting master job descriptions (MJD) that include new positions, please follow the procedures that apply to your situation as shown below:

- **To create new positions as a new MJD that does not exist:**
 - Check "New Position" and "Master" as the type of request. Notate the number of new positions requested in the "# requested" field next to the Master check box. Please also

reflect the requested new positions on the organizational chart. The new position numbers will be included on the position description approval sheet by SCS.

Example: An agency needs to create a new section with 10 identical positions (same duties and report to the same supervisor).

- **To create new positions as part of an MJD that already exists:**

- Check “New Position” and “Master” as the type of request. Notate the number of **new** positions requested in the “# requested” field next to the Master check box. Place the first MJD position number in the position number field and include a list of current master job description numbers as an attachment to the position description form. Please also reflect all existing and requested new position numbers on the organizational chart. The new position numbers will be included on the position description approval sheet by SCS.

Example: An agency currently has an MJD and needs to add 4 new positions that have the same duties and report to the same supervisor.

2. Position Specifications:

Add the position number, major agency code, and personnel area code to the form.

- The Major Agency Code is used to identify the Major Agency in which the Personnel Area is located. The agency personnel code is the four-digit code used to identify each individual agency, office, institution, facility, board, university, etc. in the LaGov HCM statewide personnel management system. This information can be found on the SCS website [here](#).

Add the current and requested official job title to the form.

- When listing the current and requested official job titles, use the job title, pay level, and job code that have been assigned to the job by SCS. This information can be found on the SCS website under [Job Test and Information Finder](#).
- For a new position, the “Current Official Job Title” line should be left blank. The requested job title may be best determined after completing the position description form, particularly after completing the Duties and Responsibilities attachment (see section 6, below).

3. Information Required for a New Position:

This section will provide SCS with the necessary information to create new position numbers within the LaGov HCM System. The following information is required:

- Organizational Unit Number
- Work Parish
- Personnel Subarea
- Employee Group
 - FT Hourly
 - FT Salary
 - PT Hourly

4. General Information:

In this section, record information about the employee, supervisor, and agency where indicated. If the position is not currently occupied, indicate "Vacant" in the "Employee's Name" section. For filled positions, it is important to check the minimum qualifications on the SCS job specification for the requested job to determine if the employee will qualify. Document this by checking "yes" or "no" under "Employee Qualifies for Job."

Please provide the best contact in the agency's Human Resources Department for answering questions related to the position(s).

5. Comparative Positions:

References to existing positions within the agency may be included in this section to help expedite the SCS review by identifying other positions that are already allocated to the requested job title and have duties that are a close match to the subject position.

6. Supervisory Elements:

This section is designated for those positions that exercise direct supervision. Check off all functions that the position will perform, as well as the number of employees the position supervises.

NOTE: Direct supervision over a position can be claimed ONLY if the incumbent approves leave, signs the performance evaluation document, and recommends hiring/promotions for that subordinate. Positions that do not meet the definition of direct supervision but perform one or more of the other supervisory elements (determining work assignments, training staff, reviewing and approving work) exercise functional supervision. The number of functional subordinates is not reported on the position description form but this responsibility may be indicated in the duties, as well as on the organizational chart with a dotted line connecting them to the functional supervisor.

7. Attachments:

Position descriptions submitted without the required attachment will not be logged in and will be returned to the agency. The required attachment includes the following:

Required for all position descriptions

- **Organizational Chart:** A comprehensive chart that shows all reporting relationships in the unit where the subject position is located. Organizational charts must include official SCS job titles, position numbers, pay levels, and incumbent names. Direct subordinates are indicated by a solid line connecting to the supervisor.

Required for certain situations

- **Comments:** If comments are indicated next to the signature blocks, attach appropriate letters/memos.
- **Contracted Personnel Form:** Used when a supervisor/manager allocation does not meet the necessary criteria of direct supervision, but the position exerts substantial ongoing regulatory authority over contracted personnel. This form must be submitted with the position

description for SCS to determine whether the contracted personnel can be used to support the allocation in lieu of classified subordinates.

- **MJD Position Numbers:** If the position description is to be used as an MJD for multiple positions (two or more) having the same supervisor, a list of each position number and employee name that will be covered by the Master Job Description is required.

8. Signatures:

In accordance with [Rule 5.2\(d\)](#), the Appointing Authority/Designee signature is always required. Employee and direct supervisor signatures are strongly requested as checks and balances but are not required.

Position descriptions with an Appointing Authority signature dated more than 90 days prior will not be accepted. SCS Consultants will contact the agency to inform that the position description(s) will be returned without action so that a more recent signature can be provided on the position description.

NOTE: When an update is requested by an employee or a 5.3 appeal is requested, the signatures of the employee, supervisor, and Appointing Authority are all required prior to processing.

9. Nature of Request:

The form includes a detailed "Nature of Request" section that requires the user to specify the reason for the request. Below are examples of each option under this section:

- New Position:
 - Work Overload
 - Select when an additional position is required to manage the existing workload effectively.
 - Program Expansion
 - Select when an additional position is required due to the introduction of new tasks, responsibilities, or services within an existing program.
 - New Initiative
 - Select when an additional position is required to support the implementation of new projects, strategies, or services that are outside the scope of current operations.
 - Other
 - Check when the above reasons do not capture the need for the new position.
- Update:
 - Cyclical
 - Select when there is no change in duties, but the position description needs updating for procedural reasons.
 - Change in Duties
 - Select when there is a significant change in duties.

- Reallocation
 - Select when the request is to change the job title.
- Business Restructure
 - Select when positions are changing reporting relationships to improve efficiency and effectiveness within the agency.
- Appeal
 - Provide a detailed explanation of why an Agency Appeal or 5.3 Appeal is being made against a previous allocation decision.

10. Job Duties and Responsibilities:

This section requires a brief statement describing the function of work or the reason why the position exists. Duties should be listed in decreasing order of importance/complexity, indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Percentages for major areas of responsibility should not be less than 5% and must sum to a total of 100%.

For additional information regarding the procedures for submitting position descriptions to SCS, please refer to [Submitting the Position Description Policy Standards](#) or contact your Compensation Consultant.