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HR Handbook Update No. 2015 – 0005

Issue Date: July 1, 2015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Re-Centralization Updates to HR Handbook Chapter 5

REASON FOR THE UPDATE: To reflect policy and procedure revisions in Chapter 5 which are resulting from the re-centralization of work processes associated with position allocation.

EFFECTIVE DATE: July 1, 2015

As mentioned in [General Circular #2015-022](#), this update reflects policy and procedure revisions resulting from the re-centralization of work processes associated with position allocation, as well as various other clarifications in Chapter 5.

Procedures:

[Allocation Appeals Policy Standard](#) – Revised to reflect the process for appealing allocation decisions due to the re-centralization of position allocations.

[Submitting the Position Description Policy Standard](#) – Created to reflect the process for submitting position descriptions to SCS for allocation.

[Completing the Position Description Form Procedure](#) – Revised to reflect the process for completing position descriptions and the use of the revised Position Description form.

[Double Incumbency Policy Standards](#) – Replaces the Double Incumbency Job Aid, which is being removed from the Handbook. Additionally, the Double Incumbency Notification Form has been revised and included in this Handbook revision. Agencies will still be required to report double incumbencies due to pending separation or retirement extending beyond 30 days.

Job Aids:

[Common Classification Terms](#) – Revised to remove information regarding delegated classification authority and reflect current terminology related to the position allocation process.

[Double Incumbency Notification Form](#) – Form is being revised to reflect current information.

[FAQ's – HR Portal/Position Description System](#) – Revised to include information on the new Position Description System (PDS) as well as to clarify the steps for accessing the PDS via the HR Portal.

Rule by Rule Summary:

SCS Rule 5.2 (a) – Revised to remove information pertaining to the delegation of classification authority

SCS Rule 5.2 (b) – Revised to clarify that job specifications are the primary standard used to allocate positions.

Form Updates:

The following forms have been updated to reflect current processes as well as the re-centralization of the position allocation process:

- Exemption from Classified Service Form
- Classified WAE Position Description
- Position Description Form (replaces the former SF-3 form)

If you have any questions regarding these updates, or any other questions regarding the re-centralization of the position allocation work process, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Shannon S. Templet
Director