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HR Handbook Update No. 2016 – 0002

Issue Date: **February 18, 2016**

To: **HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

Subject: **Update to HR Handbook Chapter 5**

REASON FOR THE UPDATE: To update information regarding the situations in which a new position will be required.

EFFECTIVE DATE: February 18, 2016

This update is intended to clarify all reasons for establishing a new position.

Procedures:
Completing the Position Description Form: Revised to specifically include the following situations in which an agency will be required to establish a new position:

- When a position is moving three or more pay levels
- When a position is moving between pay schedules
- When a position is moving from non-supervisory to supervisory title
- When a position is moving from a non-professional to professional title

Previously, the procedure only included two reasons for which a new position is required.

If you have any questions regarding these updates, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Byron P. Decoteau, Jr.
Director
State Civil Service