

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

July 31, 2006

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General Circular No. 001668

To: Heads of State Agencies and Human Resource Directors

Subject: Position Description Updates

Issue Date: July 31, 2006

This is an amendment to General Circular 1603 regarding the updating of position descriptions. In order to assist agencies with their compliance in this area, the Compensation Division has revised its policy on updates of position descriptions. When a position is vacated, position description updates will only be required for positions at the supervisory level or above. However, we continue to encourage you to update all non-supervisory positions as they become vacant.

In summary, all position descriptions should be updated:

- At least every five years.
- When major duty changes have taken place.
- Prior to filling a vacant position at the supervisory level or above, unless the position description has been updated within the last twelve months.

We encourage you to suggest to your supervisory employees that position descriptions be reviewed and updated, if needed, whenever annual Performance Planning and Review ratings are conducted. The Human Resources Department initiates this process by attaching a reminder form and a current copy of the employee's position description to the annual PPR form to remind the supervisor to review the position description and update it if needed.

Please remember that agencies with delegated classification authority are not authorized to affirm the allocation of positions in a title not authorized for delegated classification. All requests to update a position description in a non-delegated job title should be sent to the Compensation Division for review.

In addition, all position descriptions encompassed by an incumbency allocation whether in a delegated or non-delegated job title should be sent to the Compensation Division for review sixty days prior to the expiration date of the allocation. This will allow Civil Service to take the necessary steps to correct the allocation with the proper effective date.

In addition, please note that the Accountability Division will begin to cite agencies regarding the updating of position descriptions on April 11, 2007.

Please direct questions about the above mentioned issues to Glenn Balentine, Compensation Division Chief or Julie Ryan, Compensation Division Assistant Chief, Department of State Civil Service, P.O. Box 94111, Baton Rouge, LA 70809, or e-mail glenn.balentine@la.gov or julie.ryan@la.gov . You can reach the Compensation Division at (225) 342-8083.

Sincerely,

s/Anne Smith Soileau
Director