

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

January 18, 2007

This public document was published at a total cost of \$10.27. 33 copies of this public document were published in this 1<sup>st</sup> printing at a cost of \$.31 each. The total cost of all printings of this document including reprints is \$10.27. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to R.S. 43:31.

General Circular No. 001684

To: Heads of State Agencies and Human Resource Directors

Subject: New Position Description (SF-3) Form

Issue Date: January 18, 2007

The Compensation Division has developed a new position description (SF-3). The form can be found on the Civil Service website. A few of the notable changes to the form are as follows:

1. The organization unit number has been replaced with the Personnel Area Code. The 9 digit org id number should no longer be included on the form.
2. A new box labeled Major Agency Code has been added. This code is used to identify the Major Agency in which the Personnel Area is located. For example, the Major Agency Code for all DEQ personnel areas is 1300; the Major Agency Code for all DHH agencies is 0900. To assist you we have placed the list of Major Agency Codes on the Civil Service website. The list is located under HR InfoCenter/Job Aids/Classification: <http://www.dscs.state.la.us/JobAids/jobaids.htm>
3. The signature section of the form has been changed. We now have a statement allowing appointing authorities to note that they do not agree with the contents of the SF-3.

## **Procedural Considerations**

Please remember that we ask that agencies submit SF-3s in the following format:

- 1) White paper will be required for all SF-3 copies submitted. Copies on colored paper can result in large blotches on the imaged document.
- 2) All position descriptions including the organizational charts must be on standard 8 ½ X 11 paper. Legal size documents will no longer be accepted.
- 3) Please be careful to include the correct job code, position number and personnel area on each document. These indexing fields provide the basis for document retrieval.
- 4) You should note that future job title changes will require submission of a new SF-3 for each position. Specifics of this change will be noted on future Implementation Charts for all job studies affected.
- 5) Master job descriptions are still acceptable for appropriate situations. We ask that you include one position number on the front of the SF-3 in item # 2 and continue to attach a list of the remaining position numbers as the second page of the SF-3 in addition to the list of duty assignments and required organizational charts. The key to retrieval of the master job description documents will be a combination of log number, job code, effective date, personnel area and position number. Agencies will no longer be able to e-mail a position number to add or delete to a master job description. All position number changes to a master job description will require submission of a new SF-3.
- 6) For non-delegated actions, we continue to require agencies to submit two copies of the SF3, one to remain at DSCS and the second copy to return to the agency after the allocation decision is complete.
- 7) For delegated actions, we continue to require each delegated agency to submit one completed copy for each SF-3 allocated.
- 8) We will continue to provide access to our hard copy position descriptions currently on file. For those position descriptions with an effective date of 1/17/05 or after, access will be provided through our imaging system. A computer terminal and printer located in the Compensation Division will provide all agency Human Resource offices with access to imaged position descriptions.

## **Updates**

Please remember that 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 strongly urge you to begin using the new form. As of April 1, 2007, any position descriptions submitted on the old form will be returned without action to the agency.**

Please direct questions about the above mentioned issues to Julie Ryan, Compensation Division Assistant Chief, or Aarika Spruel, Compensation Supervisor, Department of State Civil Service, P.O. Box 94111, Baton Rouge, LA 70809, or email [julie.ryan@la.gov](mailto:julie.ryan@la.gov) or [Aarika.spruel@la.gov](mailto:Aarika.spruel@la.gov) . You can reach the Compensation Division at (225) 342-8083.

Sincerely,

s/Anne S. Soileau  
Director