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This public document was published at a total cost of \$.29. Two copies of this public document were published in this 1<sup>st</sup> printing at a cost of \$.58 each. The total cost of all printings of this document including reprints is \$.58. 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 La. R.S. 43:31.

## GENERAL CIRCULAR NUMBER 2015-030

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**DATE:** August 10, 2015

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Classification Recentralization, Processing Master Job Descriptions and Position Description System (PDS) Updates

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The Department of State Civil Service has successfully implemented its electronic Position Description System (PDS). This general circular is being issued to notify state agencies of certain information regarding position description processing relating to the PDS.

- The 30-day submittal window for delegated position descriptions effective June 30, 2015 ended July 31, 2015. Position descriptions allocated by the agencies with an effective date of June 30, 2015 will no longer be accepted by SCS effective August 12, 2015. Delegated position descriptions received after August 12th will be sent back to the agency without action and will need to be submitted to SCS to make an allocation determination.
- All position descriptions must be submitted using the new position description form. Position descriptions submitted on previous versions of the form will be returned without action. Please note that new fields such as major agency code, cost center number/fund, and number of positions requested for a master job description have been added to the latest version of the form. The new form can be found [HERE](#) and is also attached to this circular.
- When uploading .pdf position descriptions to the HR Portal, please ensure that the .pdf is not secured. SCS will need to add the approval sheet to the position description, which necessitates an unsecured document.

- Only position descriptions should be uploaded to the HR Portal. Additional information requested by the SCS consultant and Requests for Exemptions from the Classified Service will not be accepted through the HR Portal. If your agency is considering a business reorganization, please contact the Compensation Division prior to uploading position descriptions.
- Master job descriptions may now include two or more staff level positions that perform the same duties and report to the same supervisor. When submitting master job descriptions that include new positions, please follow the procedures that apply to your situation as shown below:
  - To create new positions as a new master job description that does not exist, please 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.
  - To create new positions as part of a master job description that already exists, please 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. Leave the position number field blank 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.

Please keep in mind that additional information such as alternative ways to submit position descriptions and guidelines for updating position descriptions can be found in Chapter 5 of the HR Handbook, under Procedures and Job Aids. We thank the HR community for working with us on this initiative. We welcome any comments or suggestions as we strive to meet your recruiting and retention needs.

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

Sincerely,

s/Shannon S. Templet  
Director