



This will provide agencies with information and a step-by-step process on how to submit position descriptions to State Civil Service. All position description submittals must come from an agency's human resources (HR) office. When updates are requested by an employee or a 5.3 appeal is requested, the employee, supervisor, and Appointing Authority signatures are all required prior to processing.

Agencies may submit the official Position Description Form one of two ways:

- **Option 1**
  - Upload .pdf file through the HR Portal
    - Log in to the HR Portal
    - Go to the Systems tab
    - Go to the Position Description System
    - Go to Upload Position Description from the Position Description Menu
    - Indicate the Personnel Area Number from the drop-down menu and attach the .pdf file(s)
    - Click Upload Files
  - Only .pdf files allowed
  - Up to 30 individual .pdf files can be uploaded at the same time per personnel area
    - Single file size restricted to 7 MB; single file = one position description
  - The HR Info Portal is located on the SCS website. If you do not have a HR Info Portal sign-in, the agency's HR director should contact [SCS-AppData@la.gov](mailto:SCS-AppData@la.gov).
- **Option 2**
  - Mail one(1) paper copy to the SCS Operations Division
    - PO Box 94111 – Capitol Station  
Baton Rouge, La 70804-9111

**Note:** Effective July 1, 2015, SCS will no longer mail the position descriptions back to the agency. As of July 1, 2015, agencies will receive their completed position descriptions from the HR Portal.