



JOB AIDS AND RESOURCES Double Incumbency

A double incumbency is caused by the appointment of an employee to a position that is already occupied by an incumbent. Double incumbencies are primarily used for succession planning initiatives when the incumbent of a position is planning to retire, or otherwise separate from his position. In either case, the employee's written intent to separate from the agency shall be accepted and approved by the agency's Appointing Authority prior to the beginning of the double incumbency.

Agencies are allowed to double encumber positions due to a pending separation or retirement for a period not to exceed one year. Double incumbencies lasting longer than one year require advance approval from State Civil Service. Agencies may submit a request to the Chief of the SCS Compensation Division to extend a double incumbency.

Agencies are not required to report double incumbencies due to pending separation or retirement lasting less than 30 days to State Civil Service. Any such double incumbency that extends beyond 30 days shall be formally reported to SCS via the Double Incumbency Pending Separation or Retirement Notification Form within 30 days of the action's effective date. The [Double Incumbency Pending Separation or Retirement Notification Form](#) is intended for use when two employees concurrently have "ownership" of the same position. This form is not intended for double incumbencies created by a Detail to Special Duty under [Rule 23.12](#).

State Civil Service is not responsible for the funding of double incumbencies. Agencies should contact their Fiscal Office prior to effecting such action.

Reflecting Double Incumbency in LA Gov HCM:

A double incumbency is reflected in the LA Gov HCM only when the same job code, job title and pay level is exactly the same for each of the incumbents. The ZP19, Position Report will reflect 1 position number with 2 employee names associated with that number. When an agency double encumbers a position with two employees, and the job codes, job titles and pay levels differ for each employee because the position may be participating in career progression (CPG), a new position **MUST** be established to accommodate the different position components or characteristics relative to the individual employee. In that situation, SCS allows the agency to establish a new position number using the same criteria (position duties) established for the original position making notation that the position was established only to accommodate a double incumbency when job titles differ due to CPG. This information should be retained in agency records and will withstand audit questions.