

This will provide agencies with information and a step-by-step process on how to submit position descriptions to State Civil Service (SCS).

Agency Method:

- Upload .pdf file through the [HR Info Portal](#)
 - Log in to the HR Info Portal
 - Go to the Position Description Systems tab
 - Select the appropriate menu (Classified or Unclassified)
 - Select Upload Position Description
 - Indicate the Personnel Area Number from the drop-down menu and attach the .pdf file(s)
 - Click Upload Files*

*HR Portal will allow an upload of a maximum of 30 (7 MB or less) separate files at a time.

Employee Method:

- Email one (1) electronic copy to SCSInfo@la.gov

Typically, position description submittals come from an agency's human resources office, but if an update is initiated by an employee or a 5.3 appeal is requested, an employee has the option to bring the Position Description Form to the human resources office for processing or may send it directly to SCS via email.

For these types of requests, it is necessary to obtain the employee and Appointing Authority signatures prior to processing. If SCS receives the position description without the necessary signatures, SCS will send the position description to the agency's human resources office to obtain the signatures, and the employee will be notified of this process and the slight delay.