



Louisiana  
**SCS**  
State Civil Service

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## ***HR Handbook Update No. 2016 – 0004***

**Issue Date:** May 9, 2016

**To:** HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject:** Update to HR Handbook Chapter 5

**REASON FOR THE UPDATE:** To update information on the recentralization changes in the Compensation Division.

**EFFECTIVE DATE:** May 9, 2016

This update is to reflect the PDS Timeframe Processing Changes as well as the Position Allocation Appeal Changes.

### **PDS Timeframe Processing Changes**

There will now be a reduced timeframe from when a position description is received by SCS and then assigned to the SCS Consultant.

- All position descriptions received by SCS before 12:00 pm (noon) will be logged as received and assigned to the Consultant that business day. All position descriptions received by SCS after 12:00 pm (noon) will be logged as received and assigned to the Consultant the next business day. The effective date will be the date assigned to the consultant.

### **Position Allocation Appeal Changes**

- Employee Appeal will no longer be utilized.
- The definition for “Update” is the allocation review requested by either the agency or the employee, when the duties have or have not changed or a reallocation is being requested. When the update is requested by the employee the employee, supervisor and Appointing Authority signature will be required prior to processing.

### **Procedures:**

[Completing the Position Description Form](#) – Updated to reflect the position allocation appeal changes.

[Allocation Appeals – Policy Standards](#) – Updated to reflect the position allocation appeal changes.

**Forms:**

[Position Description Form](#) – Updated to reflect the removal of the Employee Appeal box.

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

Sincerely,

Byron P. Decoteau, Jr.  
Director  
State Civil Service