



**Byron P. Decoteau, Jr., Director**

Post Office Box 94111  
Baton Rouge, LA 70804-9111  
225.342.8274  
[scsinfo@la.gov](mailto:scsinfo@la.gov)  
[civilservice.la.gov](http://civilservice.la.gov)

## HR Handbook Update No. 2018-0002

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**DATE:** August 23, 2018

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

**SUBJECT:** Updated Career Progression Group Master List

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**REASON FOR UPDATE:** The SCS Compensation Division has created further efficiencies in managing the classification plan by releasing an updated Career Progression Group Master list.

**EFFECTIVE DATE:** August 20, 2018

SCS has released an updated [Career Progression Group Master List](#) in an effort to better assist state agencies in the recruitment, development and retention of skilled and capable classified employees. This resource can be found in the Chapter 5 Job Aids and Resources section of the HR Handbook, under Position Description/Allocations.

Updates to the Career Progression Group (CPG) Master list include:

- Groupings by Job Family – now instead of only showing the staff-level positions that participate in the CPG, the entire job family is shown. This provides a broader view of the possible career path for an employee within a job family.
- CPG Indicators – “**CPG Eligible**” is shown for jobs that may participate in a CPG. Please note that because a job is shown as “CPG Eligible” on this list, it does not mean automatic progression for the employee. An employee may be limited within a CPG by SCS depending on the duties as reported on the official position description. For example, if SCS determines that the duties support an allocation of Accountant 2 on the official position description, the agency may fill the position as Accountant 1 and reallocate the employee at a later date to Accountant 2. The agency would not be able to reallocate the employee to Accountant 3 until the agency’s appointing authority approved changes to the duties and SCS allocated the position as an Accountant 3 in a CPG via the official position description.

It is encouraged for agency HR professionals to review this list by job family and to contact SCS if additional changes are necessary. If you have any questions regarding this HR Handbook update, you may contact your Compensation Consultant at 225.342.8274 or Janelle Haynsworth, Compensation Assistant Administrator, at 225.342.8266.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director