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HR Handbook Update No. 2021-0004

DATE: July 12, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 5 – Position Description Form

REASON FOR UPDATE: To update procedures to reflect additional fields recently added to the Position Description Form.

EFFECTIVE DATE: July 12, 2021

This notice is to inform agencies of procedural updates to Chapter 5 – Completing the Position Description Form.

Procedures:

[Completing the Position Description Form](#)

- Updated to reflect additional fields added to the Position Description Form for those agencies using the LaGov Financial System. Additional fields have been added to the [Position Description Form](#) to allow agencies to efficiently document all necessary information regarding the funding of positions. This information is not required by agencies but agencies may use the Position Description Form as a record keeping mechanism for this information.

NOTE: Effective 7/12/2021, SCS will no longer enter the cost distribution information in LaGov when creating new positions. Agencies will be responsible for updating this information in the system.

If you have any questions, please contact your Agency Relationship Manager.

Sincerely,

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