



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

HR Handbook Update No. 2025-0003

DATE: March 24, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 5 and Position Description Forms

REASON FOR UPDATE: This update is to inform agencies of changes to official Position Description Forms as well as related guidance in Chapter 5 of the SCS HR Handbook.

EFFECTIVE DATE: March 24, 2025

Position Description Forms

- The regular [Position Description Form](#) has been revised to include a new section, “Nature of Request.” This information is needed from agencies to help expedite the processing of position descriptions. Other minor edits have also been made to the form.
- The [Classified WAE Position Description Form](#) has been revised to include checkboxes that align with the provisions of Rule 23.6(a) for Classified WAE appointments. Other minor edits have also been made to the form.
- State Civil Service will continue to accept the previous version of the official Position Description Form for regular and WAE positions for the remainder of the fiscal year. Beginning July 1, 2025, State Civil Service will no longer accept position descriptions submitted on the old form.

Procedures

- Position Description/Allocation – [Completing the Position Description](#)
 - An explanation for the new “Nature of Request” section has been added and other updates have been made for clarification on current processing requirements.
- Position Description/Allocation – [Submitting the Position Description](#)
 - Revisions have been made to better explain submission requirements for agencies and employees.

- Position Description/Allocation – [Allocation Appeals Policy Standards](#)
 - Revisions have been made to include email submissions.

[Job Aids and Resources](#)

- Position Descriptions/Allocations – [FAQs HR Portal/Position Description System](#)
 - Revised to remove the mailing option and add the email submission option.

If there are any questions concerning the subject matter of this HR Handbook Update, please contact State Civil Service by emailing SCSInfo@la.gov or by calling (225) 342-8272.

Sincerely,

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