



Louisiana
SCS
State Civil Service

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HR Handbook Update No. 2015 – 0010

Issue Date: October 8, 2015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapter 5

REASON FOR THE UPDATE: To update information on the process for completing and submitting position descriptions to SCS for allocation.

EFFECTIVE DATE: October 8, 2015

This update is intended to clarify the process for completing and submitting position descriptions to the SCS Compensation Division through the HR Portal, as well as to clarify the process for submitting Master Job Descriptions (MJD) for allocation.

Procedures:

[Completing the Position Description Form](#) – Update to reflect current procedures for completing Master Job Descriptions. Additionally, information on cost center numbers was updated to reflect the current requirements for creating positions in LaGov.

[Submitting the Position Description Form](#) – The steps for submitting a position description through the HR Portal were updated to reflect the current process.

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

Sincerely,

Byron P. Decoteau Jr.
Interim Director
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