JOB AIDS AND RESOURCES



Ongoing Unclassified Position Authorities

Revised 10/17/23

AUTHORITY	POSITION LEVEL	POSITION TITLE (not all-inclusive)
Louisiana State	Agency Head	Secretary
Constitution	(Granted to Major State Agencies)	Commissioner
Article 10		Superintendent
	Principal Assistant	Deputy Secretary
(Granted to Executive	(Granted to assist the Agency Head)	Deputy Commissioner
Branch Departments)		Deputy Superintendent
	Confidential Assistant	Confidential Assistant
	(Granted to assist the Agency Head)	Chief of Staff
SCS Commission	Heads of Office(s) within Agencies	Assistant Secretary
Approved	(Offices are listed in Title 36)	Assistant Commissioner
4.1(d)2		SCS Commission granted in 1974
Ongoing	Head of Management & Finance	Undersecretary
		SCS Commission granted on: 2/4/1981
	Private Secretary	Executive Secretary
	(Granted to Agency Head)	Private Secretary
		SCS Commission granted on: 8/16/2000
	Executive Counsel	Executive Counsel
	(Granted to Agency Head)	General Counsel
	Duone Cometeria	SCS Commission granted on: 1/7/2004 and 2/20/2008
	Press Secretary (Granted to Agency Head)	Press Secretary
	(Granted to Agency Head)	Public Relations Officer Media Consultant
		Media Liaison
		SCS Commission granted 1/7/2004 and 2/20/2008
	Physicians / Psychiatrists	Physician
		Psychiatrist
		SCS Commission granted on: 10/15/1989
	Dentist	Dentist
		SCS Commission granted on: 9/7/2022
	Veterinarian	Veterinarian
		SCS Commission granted on: 9/7/2022
	Non-Physician Prescribing	Medical Psychologist
	Practitioners	Psychiatric Mental Health Nurse Practitioner
		SCS Commission granted on: 9/7/2022
	Students	Bona-fide students placed in the unclassified
		service 10/1983. Generally noted as 4.1(d)1 as
		students are typically part time employees
SCS Commission		es when duties do not fit within the classified service
Approved	and classified jobs do not exist.	
4.1(d) 2		

	Approved for a period of no more than 4 years.	
Executive Directors of	When determining authority for Executive Directors and their Principal Assistants,	
Boards & Commissions	agencies must determine who has the authority to hire the Executive Director.	
and their Principal		
Assistants	If the Board or Commission itself has the authority to appoint its Executive Director, then these two (2) positions are in the unclassified service per Constitution. However, if the Executive Director of the Board or Commission is appointed by the agency head, then the positions are in the classified service.	