



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

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## GENERAL CIRCULAR NUMBER 2019-009

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**DATE:** March 4, 2019

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

**SUBJECT:** PODS Model – Updates to Workflow Processes

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As detailed in [General Circular 2019-008](#), State Civil Service will implement a new model for delivering consultative services to state agencies. The **PODS model – Proactively Optimizing and Delivering Strategic-solutions**, is aimed at better serving the needs of our state agencies. The PODS will consist of teams of SCS professionals who will dedicate their efforts to a small group of assigned state agencies to learn each agency’s individual mission, vision, goals and workplace culture.

This new model of delivery will require logistical changes in the way agencies are currently working with SCS. Effective March 11, 2019 workflow processes will change as stated below.

### **SCS Website**

The “About Us” menu will now have a tile for PODS. When a user clicks on the PODS tile, they will be taken to a webpage with a tab for each POD. Each POD will have information about the agencies located in that POD as well the team members dedicated to that POD.

Compensation Resources and Employee Relations Resources have been moved under the “HR Professionals” menu.

### **Job Postings**

The current job posting email will be abolished. Agencies should begin sending in requests to post to the appropriate email address listed below for their POD. SCS POD Supervisors will assign postings to SCS HR Consultants. Job Postings will be processed by all SCS HR Consultants in the POD. These assignments are not agency specific. The SCS HR Consultant will contact the agency regarding their posting.

- POD A: Health and Family: [SCS-LaCareersWorkflow1@la.gov](mailto:SCS-LaCareersWorkflow1@la.gov)
- POD B: Engineering and Technology: [SCS-LaCareersWorkflow2@la.gov](mailto:SCS-LaCareersWorkflow2@la.gov)
- POD C: Enforcement and Administration: [SCS-LaCareersWorkflow3@la.gov](mailto:SCS-LaCareersWorkflow3@la.gov)
- POD D: Units of Local Government: [SCS-LaCareersWorkflow4@la.gov](mailto:SCS-LaCareersWorkflow4@la.gov)

### **Position Descriptions**

Position Descriptions will continue to be submitted through the HR Info Portal. For position descriptions, each SCS HR Consultant will have assigned agencies. POD supervisors will assign position descriptions to the SCS HR Consultant based on their agency assignment. It is possible, that if one SCS HR Consultant

receives a large volume of requests, another consultant in the POD will work with the agency on the request.

Agencies can view the SCS HR Consultant processing their position descriptions by looking at the Login Info details.

### **Exemptions from the Classified Service**

SCS is excited to announce that the Unclassified Database is ready for production. Requests for Exemptions from the Classified Service should be submitted through the HR Info Portal similar to position descriptions. Once logged in to the system agencies will click on the Position Description Systems icon. Agencies will see a Classified Position Description Menu and an Unclassified Position Description Menu on the Position Description System Menu. When the agency clicks on the Unclassified Position Description Menu all the available options will be listed.

Each SCS HR Consultant will have assigned agencies for exemptions from the classified service. POD supervisors will assign requests to the SCS HR Consultant based on their agency assignment. These will be the same consultants that process the position descriptions.

Agencies can view the SCS HR Consultant processing their request by looking at the Login Info details.

Please begin using the latest version of the [Request for Exemption from the Classified Service](#) form.

### **SCS Commission Items**

SCS HR Consultants will have assigned agencies for SCS Commission items. Requests for items to be placed on the SCS Commission agenda should be sent to the assigned consultant. These will be the same consultants that process the position descriptions. It is possible, that if one SCS HR Consultant receives a large volume of requests, another consultant in the POD will work with the agency on the request.

### **Detail Extensions and Prior Approvals for Details**

SCS HR Consultants will have assigned agencies for Detail Extensions and Prior Approvals for Details. Requests should be sent to the assigned consultant. These will be the same consultants that process the position descriptions.

### **Personnel Action Modifications**

SCS HR Consultants will have assigned agencies for Personnel Action Modifications. Requests should be sent to the assigned consultant. These will be the same consultants that process the position descriptions.

### **Agency Initiatives or Issues**

Please contact your Agency Relationship Manager.

### **General Questions**

Under the new model of delivery, we are excited for agencies to be able to contact anyone in their POD. Agencies will no longer have to contact multiple people in different divisions to address their needs.

**SCS will host a human resources community meeting on Wednesday, March 6, 2019, at 1 p.m. in Baton Rouge in the Louisiana Purchase Room of the Claiborne Building to present the PODS delivery model. A webinar will also be available for those individuals who are unable to attend the meeting.**

Your Agency Relationship Manager will be contacting the agency HR Director to discuss agency assignments and make introductions to the SCS HR Consultants.

Should you have any questions, please contact your Agency Relationship Manager, or Brandy Malatesta, SCS Chief Operating Officer, at (225) 342-8258.

Sincerely,

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