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GENERAL CIRCULAR NUMBER 2023-014

DATE: March 17, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: SCS Restructure 2023 – Updates to Workflow Processes

As detailed in [General Circular 2023-013](#), State Civil Service will implement a new set of divisions focused on specific subject matters and functions. These divisions are aimed at delivering effective and efficient consultation to state agencies to better serve the needs of our stakeholders: agency leaders and human resources community.

The new divisions will require logistical changes in the way agencies are currently working with SCS. Effective March 20, 2023 agency requests and workflow processes will be handled by the designated division as stated below:

Compensation

This division will be responsible for serving as a consultative partner with state agencies to determine appropriate strategies and solutions in meeting departmental classification and compensation objectives.

- Job Assessments
- Job Correction Allocations
- Pay Policies
- Compensation Administration Guide
- Dual Career Ladder (DCL) Policies
- Annual Pay Reporting
- Exemption from the Classified Service (Unclassified Positions)
- 6.5(g) & 6.5(c) Exceptions
- Individual Pay Adjustments

HR Program Support

Agency requests should be routed to assigned SCS HR Consultant per agency assignments listed below.

- Detail to Special Duty Approvals
- Discipline Inquiries
- Job Appointment Extensions
- Extension of Hours (WAE)
- 14.1(p) Exceptions
- Crisis Leave Policies
- Telework Policies
- Performance Evaluation System (PES)
- Overtime
- Layoffs/Layoff Avoidances
- Department Preferred Reemployment list (DPRL)
- Memorandums of Understanding (MOUs)
- Alternate Work Schedules
- Modification/Rescission of Personnel Actions
- Affirmative Action Plans

SCS Operations

Position descriptions will be assigned to specific consultant while processing of applications will be processed by all consultants within the division.

Agencies can view the SCS HR Consultant processing their requests by viewing login information in the respective systems on HR Info Portal.

- Position Description Allocations
- Processing of Applications
- Paper Agency Entry

Talent Acquisition/Workforce Development

Agency requests should be routed to assigned SCS HR Consultant per agency assignments listed below.

- Job Announcements
- Minimum Qualification Development/Changes
- Competency-Based Assessment Tools
- Hiring Fairs (with Testing and Recruiting Center)
- NEOGOV Training



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While the list of processes and workflows listed above does not serve as an all-inclusive list of all agency and/or employee requests, SCS is confident that this list of processes will serve as a guide in knowing where to route requests under the new divisions. If your agency is unsure of where to route a request or need assistance with general questions, the HR Program Support Division will serve as a point of contact to assist in routing requests to the most appropriate division.

Agency Assignments

Agency Assignments/Contacts can be found here:

[https://www.civilservice.louisiana.gov/files/divisions/Agency Assignments.pdf](https://www.civilservice.louisiana.gov/files/divisions/Agency%20Assignments.pdf)

SCS Website

The About Us menu will soon have a list of each of the new divisions with information about the functions located under each division as well as the staff dedicated to that division.

SCS will host a Human Resources Community Touchpoint on Tuesday, March 21, 2023 at 9:30 am to present the new divisions and speak to the various initiatives SCS plans to implement in the near future.

Should you have any questions prior to the Human Resources Community meeting, please contact SCS Chief Operating Officer [Nicole Tucker](#) at (225) 342-8264 or SCS Deputy Director [Chris Deer](#) at (225) 342-8272.

Sincerely,

s/Byron P. Decoteau
Director