



JOB AIDS AND RESOURCES

Documentation and Reporting Requirements

Documents Maintained at the Agency Level – Position

SPECIFIC REQUIREMENTS FOR POSITION ACTIONS

1. Allocation and Reallocation of Positions

- Delegation Classification Authority, **MUST BE SENT TO STATE CIVIL SERVICE.**
- Two (2) copies of the position description (SF-3) with position number and required signatures for non-delegated jobs and for those agencies without Delegated Classification Authority, **MUST BE SENT TO CIVIL SERVICE**
- Supporting documents such as organizational charts, audit reports, notes, etc.
- Documentation of position changes or movement including job titles, job codes and position numbers
- Documentation of who verified the qualifications
- Justification if appointee did not meet "flexible qualifications"

Special note about position descriptions:

For the foreseeable future, you must continue to submit hard copies of position descriptions (SF-3s). However, if you have direct entry access into LA Gov HCM, and access to Microsoft Word, use the "copy and paste" functions to include the description of work section of the SF-3 on the Description infotype in LA Gov HCM, Organizational Management.

Special note about jobs in career progression groups:

Position descriptions (SF-3s) reflect the title of the "cap" of the career progression group (CPG), or the highest level in the career progression group that the duties assigned to the position will support.

NOTE: In LA Gov HCM, agencies should reflect the cap of the CPG as the BCTR relationship in Organizational Management, Relationships while the actual job title for the incumbent in the CPG is assigned to the B007 relationship. That way, the position has recorded the highest level or cap of the CPG and at which level the incumbent is assigned within the CPG.

2. Pay Documentation

- Change in salary (from and to amounts and % increase or decrease)
- Reason for pay change (example: performance adjustment)
- Appointing authority's approval
- Letters of request and justification to the Civil Service Commission
- Letters granting Commission approval of requests
- Agency pay policies as required by rules
- Plans for implementation of special pay with flexible rates