



Louisiana
SCS
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

www.civilservice.la.gov

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DATE: May 6, 2016

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Recentralization Update – Compensation Division

As we come upon the one year mark of recentralization State Civil Service has taken this opportunity to review the current procedures in place. In an effort to realize even greater efficiencies in providing services, State Civil Service is pleased to announce a few procedural changes regarding recentralization in the Compensation Division. This general circular is intended to provide information about the changes. **These changes will be effective May 9, 2016.**

PDS Timeframe Processing Changes

There will now be a reduced timeframe from when a position description is received by SCS and then assigned to the SCS Consultant.

- All position descriptions received by SCS before 12:00 pm (noon) will be logged as received and assigned to the Consultant that business day. All position descriptions received by SCS after 12:00 pm (noon) will be logged as received and assigned to the Consultant the next business day. The effective date will be the date assigned to the consultant.

Position Allocation Appeal Changes

- Employee Appeal will no longer be utilized.
- The definition for “Update” is the allocation review requested by either the agency or the employee, when the duties have or have not changed or a reallocation is being

requested. When the update is requested by the employee the employee, supervisor and Appointing Authority signature will be required prior to processing.

Agencies should begin using the revised position description form effective May 9, 2016. We will continue to accept forms with the August 2015 revision date for the next 30 days.

The HR Handbook will be updated to reflect procedure revisions resulting from these changes.

If you have any questions concerning the information in this circular, you may please contact Brandy Malatesta, Compensation Division Administrator, at brandy.malatesta@la.gov or 225.342.8083.

Sincerely,

s/Byron P. Decoteau, Jr.

Director