



**Q: What are the different ways an agency can submit a position description to State Civil Service (SCS)?**

A: One of two ways:

- 1) Upload .pdf file through HR Info Portal
  - Select Personnel Area from drop down menu and attach file
- 2) Mail one (1) paper copy to the SCS Operations Division
  - Department of State Civil Service  
Operations Division  
P.O. Box 64111 – Capitol Station  
Baton Rouge, LA 70804-9111

**Q: What are the required elements needed to submit a position allocation request to SCS?**

A:

- Complete all of the sections of the position description form and have the appointing authority sign.
- Fill out the Duties and Responsibilities sections in accordance with Chapter 5.
- Attach a legible organization chart, which must include employee's names, position numbers, and SCS Job Titles.

**Q: What happens if a required element is not included when a position description form is submitted to SCS?**

A: The position description will be returned to the agency through an email letting them know that there was something missing. The agency will have the chance to gather what is missing and resubmit.

**Q: When uploaded through the HR Info Portal, what is the expected turnaround time?**

A: SCS is committed to a three-day response time. This means that within three days of the position description being assigned to the consultant, you will be contacted in regards to the position or the position description will be completed by close of business on the third day. Appeals, job corrections, and business reorganizations do not fall under the three-day response time.

**Q: What does 'In Suspense' status indicate?**

A: When additional information, clarification, and/or document(s) are needed before the consultant/supervisor can complete the allocation process.

**Q: What information will be included in the Comments section?**

A: SCS will use this space for clarification and documentation of information if applicable.

**Q: Will the HR Info Portal allow to agency to view other agencies information?**

A: No, you will only have access to Your Personnel Areas.

**Q: Will SCS establish position number for ALL new positions?**

A: No, new positions will only be created for LA Gov HCM agencies.

**Q: What information is needed for SCS to establish a position number for LA Gov HCM agencies?**

**A:**

- Organization Unit Number
- Cost Center Number
- Work Parish
- Personnel Subarea
- Employee Group (FLSA Status)
- Employee Subgroup

**Q: What is SCS going to use this information for after creating the position number?**

A: This information will only be used to create new positions. SCS will not have access to any other personnel actions. This date will not be used for reporting. It will simply completing the process from start to finish for the agency.

**Q: What appointment types are SCS establishing positions for La-Gov HCM Agencies?**

**A:**

- New Classified Positions
- New Classified positions established by policy
- Classified WAE
- Unclassified 4.1(d)1
- Unclassified 4.1(d)2

**Q: What is the process for Non LA Gov HCM agencies to report position numbers to complete the process?**

A: Your HR Portal status will be, "Completed – No Position Number". The agency needs to email the position number to your assigned consultant in the SCS Operations Division, putting the Log Number and Personnel Area number in the subject line.

**Q: Can I save the completed .pdf file from the HR Info Portal?**

A: Yes, you can view, print, and even save from the HR Portal.

**Q: How will I know that my position description has been completed?**

A: HR can log into the HR Portal at any time to review the status of the position.

**Q: What if the agency does not agree with the allocation received?**

A: The agency can resend the position description as an agency appeal to the Division Administrator for the SCS Operations Division for review.

**Q: How can an agency get sign in credentials for the HR Info Portal?**

A: The agency's HR Director can contact the Applications and Data Management Division at [SCS-AppData@la.gov](mailto:SCS-AppData@la.gov) to get access.

**Q: What are the different status indicators in the HR Info Portal?**

**A:**

- Assigned to Consultant
- In Suspense
- Pending Supervisor Approval
- Completed - No Position Number
- Completed

**Q: Can an agency edit the position characteristics on the new position that SCS has created?**

A: Yes, after it is established the agency can edit any part of the record. The agency can run the ZS13 report which will "force" the overnight process to allow for two different personnel numbers to edit a record.

**Q: What if the agency doesn't agree with the allocation received?**

A: If the agency receives a position back from SCS and does not agree with the allocation, they can resubmit the position as an agency appeal. Agency appeals will be reviewed by the Division Administrator of the SCS Operations Division.

**Q: How is an employee going to request a 5.3 appeal?**

A: This process will not change. The employee will have the option to bring the position description form to HR to obtain a signature from the appointing authority, or they can send directly to SCS if they do not feel comfortable going to HR first. However, if employee submits 5.3 appeal directly to SCS without appointing authority signatures, SCS will send position description to the agency's HR to obtain the necessary signatures and the employee will receive a letter in the mail notifying them of this process and the slight delay. Once the signatures have been obtained, the SCS Director (or Designee) will review and process the appeal.

**Q: Can an agency upload multiple files at a time?**

A: Yes, the HR Portal allows an agency to upload more than one file at a time.

**Q: Is there a limit on how many you can upload?**

A: Yes, the HR Portal will only let you upload a max of 30 (7mb or less) files at a time.