



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

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## HR Handbook Update No. 2020-0004

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**DATE:** March 5, 2020

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

**SUBJECT:** Updates to HR Handbook Chapter 5 – Position Description/Allocation Procedures

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**REASON FOR UPDATE:** To provide cleanup of processes due to PODS business model as well as clarification on the time frame of Appointing Authority signatures and dates.

**EFFECTIVE DATE:** March 5, 2020

This notice is to inform agencies of procedural updates to Chapter 5 procedures for Completing the Position Description Form and Allocation Appeals-Policy Standards.

**Procedures:**

- [Completing the Position Description Form](#) – Updated to include information on Appointing Authority signatures and the appropriate timeframe for Appointing Authority signature dates.
- [Allocation Appeals – Policy Standards](#) – Updated to reflect the current procedures for agency appeals and 5.3 appeals in regards to the POD Agency Relationship Manager or Chief Operating Officer processing these requests.

If you have any questions, please contact your Agency Relationship Manager.

Sincerely,

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