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HR Handbook Update No. 2026-0005

DATE: June 4, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 5

REASON FOR UPDATE: To improve consistency and clarify agency responsibilities related to new positions created by policy.

EFFECTIVE DATE: June 4, 2026

This notice is to inform agencies of the following update:

[Chapter 5: Classification Plan](#)

- **Procedures:** [Position Description/Allocation – Completing the Position Description](#)
 - Added clarifying language regarding agency responsibilities when a reallocation results in the creation of a new position by policy.
 - An agency must delimit the previous position number within 30 days from the completed date of the position description.

If you have any questions, please contact [Heather Hebron](#), Compensation Division Administrator.

Sincerely,

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