



1 TYPE OF REQUEST Check appropriate request boxes. If master job description (MJD), please attach master list of positions.

UPDATE NEW POSITION JOB CORRECTION AGENCY APPEAL 5.3 APPEAL CAREER PROGRESSION GROUP MJD # requested

2 POSITION SPECIFICATIONS

Form with fields: POSITION NUMBER, MAJOR AGENCY CODE, PERSONNEL AREA CODE, CURRENT OFFICIAL JOB TITLE, CURRENT PAY LEVEL, CURRENT OFFICIAL JOB CODE, REQUESTED OFFICIAL JOB TITLE, REQUESTED PAY LEVEL, REQUESTED OFFICIAL JOB CODE

3 INFORMATION REQUIRED FOR NEW POSITION For LaGov HCM agencies only.

Form with fields: ORGANIZATIONAL UNIT NUMBER, WORK PARISH, PERSONNEL SUBAREA, EMPLOYEE GROUP (Choose One), FT HOURLY, FT SALARY, PT HOURLY

4 GENERAL INFORMATION

Form with fields: EMPLOYEE NAME - LAST, FIRST, EMPLOYEE QUALIFIES YES/NO, HUMAN RESOURCES CONTACT, AGENCY/DEPARTMENT - OFFICE - DIVISION, HUMAN RESOURCES TELEPHONE, OFFICIAL TITLE OF DIRECT SUPERVISOR, SUPERVISOR'S POSITION NUMBER, HUMAN RESOURCES EMAIL

5 COMPARATIVE POSITIONS List positions that have similar or identical duties to this position, if applicable.

Table with 3 columns: EMPLOYEE NAME, POSITION NUMBER, OFFICIAL JOB TITLE / AGENCY

6 SUPERVISORY ELEMENTS Check appropriate request boxes, if applicable.

DETERMINES WORK ASSIGNMENTS RECOMMENDS HIRING/PROMOTIONS TRAINS STAFF REVIEWS AND APPROVES WORK PREPARES & SIGNS CPM RATING APPROVES LEAVE

Number of Direct Subordinates

7 ATTACHMENTS Check to indicate attachments.

Organizational Chart (Required) MJD Position Numbers Contracted Personnel Form Comments

8 SIGNATURES Sign and check appropriate request boxes.

Form with signature lines for EMPLOYEE, DIRECT SUPERVISOR, APPOINTING AUTHORITY (Required) and PRINT NAME AND TITLE OF APPOINTING AUTHORITY, with checkboxes for I certify that I have reviewed the position description, I agree with the contents, and I disagree with a portion of the contents and have attached comments.

9 NATURE OF REQUEST

Check the appropriate new position reason and provide a detailed explanation.

NEW POSITION **Work Overload**

Select when an additional position is required to manage the existing workload effectively.

 PROGRAM EXPANSION

Select when an additional position is required due to the introduction of new tasks, responsibilities, or services within an existing program.

 NEW INITIATIVE

Select when an additional position is required to support the implementation of new projects, strategies, or services that are outside the scope of current operations.

 OTHER

Please provide an explanation for other types of new position requests.

EXPLANATION OF REQUEST:

Provide a detailed statement describing the need for the new position. If the duties came from another position, please include the position number of the other position(s). Attach additional pages if necessary.

UPDATE

Check the appropriate update reason and provide additional information where necessary.

 CYCLICAL Select when there is no change. **CHANGE IN DUTIES**

Please explain why the duties were changed. If duties were transferred to or from another position, please include the position number(s).

 REALLOCATION

Select when the request is to change the job title.

What has changed to warrant the reallocation of this position?

 BUSINESS RESTRUCTURE

Select when positions are changing reporting relationships to improve efficiency and effectiveness within the agency.

Describe the scope of the restructure and how many positions are impacted.

 APPEAL

Please describe why an Agency Appeal or 5.3 Appeal is being made.

10 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or the reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.
