



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 02-078

September 5, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Revised Position Description Form

The official Position Description Form (Civil Service Standard Form 3 or SF-3) is used to document the duties and responsibilities assigned to a position in the state classified service. The position description may be used to request allocation of a new position, update information about a previously allocated position or request reallocation of a position from one job title to another. Position descriptions should be updated approximately every five years or as duties significantly change.

Civil Service has recently issued a revised Position Description Form (SF-3). The form has been reduced from three standard pages to just one standard page and a new optional supplemental page (SF-3.A) has been created.

A complete position description is composed of the standard SF-3, an organizational chart and a list of duties and responsibilities with estimated percentages of time for each duty or responsibility. The organizational chart and the duties and responsibilities portion can be completed as a regular word document and attached to the SF-3.

The SF-3.A is a new optional supplemental page that can be used to document specific requirements and/or special pay information unique to the position.

Attached are copies of the new SF-3, the SF-3.A and an instruction sheet on how to complete a position description. These forms can also be found on the Channel Z, Human Resources Link under the section titled Forms.

When it becomes necessary to complete a position description, it should be submitted to the Human Resources Office for processing.

Attachments

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