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DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

ANGÈLE DAVIS
SECRETARY

HUMAN RESOURCES MEMORANDUM NO. 05-014

TO: All CRT Employees

FROM: Mary V. Gloston *MVG*
Human Resources Director

SUBJECT: General Circular No. 001603 – Position Descriptions: Imaging, Updating and Falsifying

DATE: May 2, 2005

Civil Service has distributed the above referenced General Circular delivering information on Imaging, Updating and Falsifying position descriptions. The section on Imaging and Updating primarily impacts the Human Resources staff, however, certain pertinent information may be applicable to agency staff. On the subject of **Imaging**, the following applies to agency staff:

- 1) White paper will be required for all SF-3 copies submitted.
- 2) All position descriptions and organizational charts must be on standard 8 ½ by 11 paper. Legal sized documents are not longer acceptable.
- 3) Future job title changes will require submission of a new SF-3 for each position. Specifics will be noted in future implementations.

On **Updating**, please note that Civil Service recommends update of position descriptions either every 5 years, when major duties have changed, and prior to filling a vacant position unless the position description has been updated within the last 12 months. Human Resources is launching a project later this year to review position descriptions and determine which are recommended for updates.

Another topic discussed in this general circular is **Falsifying**. Employees and managers are reminded of the importance of the accuracy of all statements presented on a position description. Referenced below are two examples concerning the result of a falsified position description.

Example 1:

General Circular 1259 was issued on October 28, 1996 in order to bring attention to a State Civil Service Commission finding. It referenced General Circular No. 1165 of 1994 which found that three employees falsified a job description in an attempt to cause one of the three employees' positions to be reallocated upward. The three employees included the employee who sought to be

moved upward and two other employees in the chain of command. The purpose of the general circular was to warn state classified employees about the falsification of the job descriptions.

*In 1996, in Docket No. 11420, the State Civil Service Commission found that the same thing had occurred. That is, one employee and his supervisor were found to have falsified a job description in order to obtain a reallocation upward for the employee's position. The supervisor who signed the official Civil Service position description was the senior supervisor who was physically remote from the employee. The Civil Service Commission found, however, that **a signature on a position description was more than ornamentation, and that each signature attested to the accuracy of the duties described thereon.** The Commission recognized that it was incumbent upon a supervisor to determine the truth of the documents to be signed. The pay of the employee who obtained the reallocation upward was reduced approximately 25% for a two year period. The supervisor was suspended for forty-five days.*

Please ensure that employees and managers are aware of this information. Managers should not sign unless they, themselves, are certain that a job description is true and correct and reflects the duties that the position is required to perform.

For full text of this General Circular, please visit the Civil Service website at www.dscs.state.la.us/default.htm and look for the category "General Circulars" in the left side panel.

Please direct any questions regarding this issue to Jan Ramezan or myself in Human Resources.

MG:cm

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