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LIEUTENANT GOVERNOR

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

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HUMAN RESOURCES MEMORANDUM NO. 07-001

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

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

SUBJECT: New Position Description (SF-3) Form

DATE: January 25, 2007

The Department of Civil Service has developed a new position description (SF-3) form, copy attached. We will also have the updated form available on Channel Z under HR forms. A few of the notable changes to the form are as follows:

1. The organization unit number has been replaced with the Personnel Area Code. The Personnel Area Codes for the Department are as follows:

Office of the Secretary/Management and Finance	0261
Office of State Library	0262
Office of State Museum	0263
Office of State Parks	0264
Office of Cultural Development (includes CODOFIL)	0265
Office of Tourism	0267
New Orleans City Park	0A20

2. A new box labeled Major Agency Code has been added. The Human Resources Office will complete this area.
3. The signature section of the form has been changed. There is now a statement allowing appointing authorities to note that they do not agree with the contents of the SF-3.

SF-3 "Position Description Processing Procedures"

1. White paper is required for all SF-3 copies submitted.

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2. All position descriptions, including the organizational charts, must be on standard 8 ½ X 11 paper. Legal size documents will not be accepted.
3. Always forward an electronic copy of the SF-3 via e-mail to Jan Ramezan in the Human Resources office at jramezan@crt.state.la.us. This is required to attach to the position record in the ISIS HR system.
4. Please be careful to include the correct position number. If you have questions regarding this, please contact Jan Ramezan in our office.
5. Master job descriptions are still acceptable for appropriate situations. One position number should be listed on the front of the SF-3 in item #2 and a list of the remaining position numbers are to be attached to the job description. All new positions, reallocations and position number changes to a master job description require submission of a new SF-3.

Updates of Job Descriptions

As you know, we are in the process of updating all job descriptions within the department that have not been updated in many years.

All position descriptions should be updated:

- a) At least every five years
- b) When major duty changes have taken place
- c) Prior to filling a vacant position at the supervisory level or above, unless the position description has been updated within the last twelve months.

Effective immediately, we can no longer process "Request to Fill" forms without meeting the above criteria.

Please begin using the revised SF-3 immediately. Any position descriptions submitted on the old form will be returned without action to your office.

If you have any questions, or need further information, please contact Jan Ramezan, Human Resources Assistant Director, at (225) 342-0880.

MVG:cm
Attachment

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