



1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

UPDATE AGENCY APPEAL MASTER # requested

JOB CORRECTION 5.3 APPEAL CAREER PROGRESSION GROUP

NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE POSITION NUMBER
CURRENT PAY LEVEL CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER WORK PARISH PERSONNEL SUBAREA EMPLOYEE GROUP (CHOOSE ONE)
FT HOURLY FT SALARY PT HOURLY
COST CENTER GRANT FUND WBS ELEMENT ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST Employee Qualifies For Job HUMAN RESOURCES CONTACT
AGENCY/DEPARTMENT - OFFICE - DIVISION HUMAN RESOURCES TELEPHONE
OFFICIAL TITLE OF SUPERVISOR DIRECT SUPERVISOR'S POSITION NUMBER HUMAN RESOURCES EMAIL

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

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

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

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

NUMBER OF DIRECT SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

- Organizational Chart (required) Duties / Responsibilities (required) Comments MJD Position Numbers Contracted Personnel Form

7 SIGNATURES

Sign and print below.

Signature blocks for EMPLOYEE, DIRECT SUPERVISOR, APPOINTING AUTHORITY (Required) with DATE and certification checkboxes.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or 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.
