

NASPE Advancing the HR Profession Award
2016

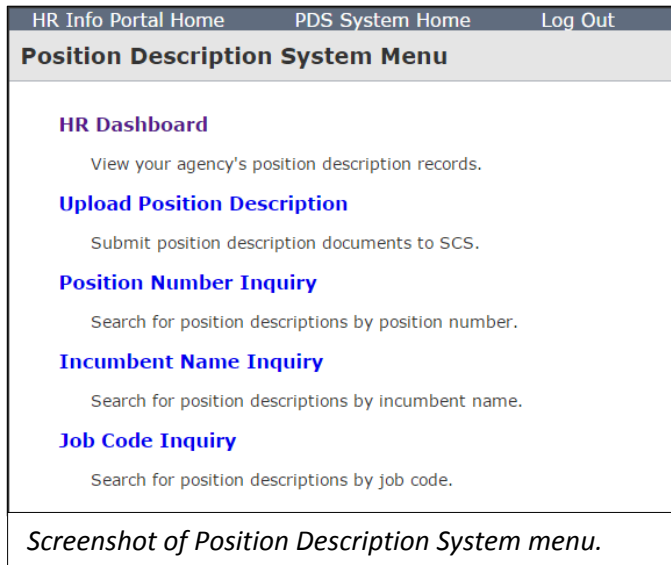
State Civil Service
Position Description System

Louisiana

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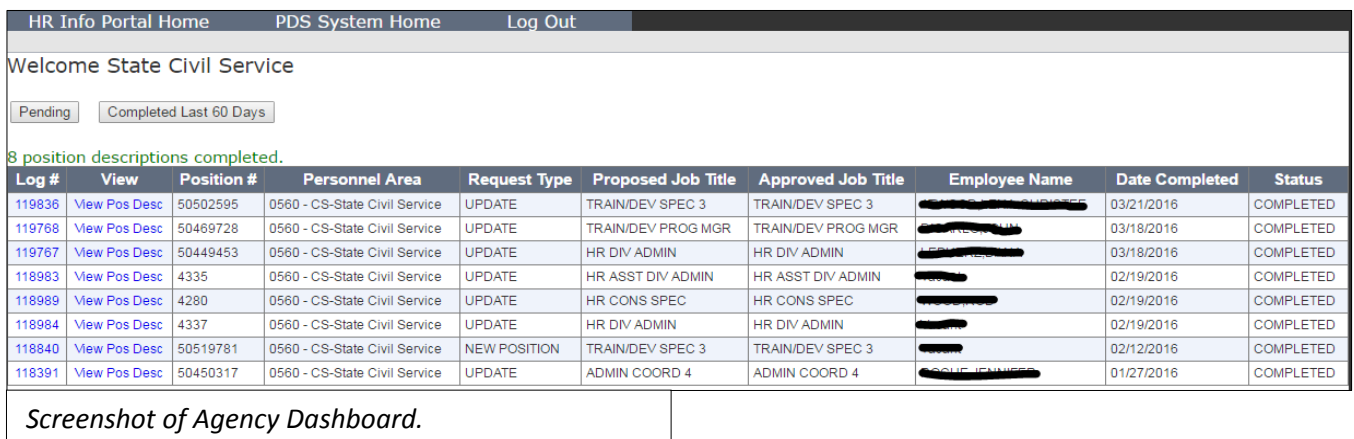
1. Please provide a brief description of this program.

On July 1, 2015, the Department State Civil Service launched a new electronic Position Description System (PDS). This system allows agencies to upload position descriptions electronically to the Compensation Division. The position descriptions are then assigned to a



Consultant's Dashboard. If necessary the Consultant can assign the position description to the Supervisor's Dashboard so the final allocation decision can be made. Once the Consultant or Supervisor completes the allocation it automatically appears on the Agency's Dashboard so they can immediately view the allocation decision. Prior to the final

allocation decision being made, the Agency can also view which step in the process the position description is in on their Dashboard. If the Consultant has additional questions, they may be viewed in the notes box so the Agency knows additional information is needed before the position description can move to the next step. Once completed, the Agency can save or print the .pdf position description. The PDS conveniently serves as a database for all position descriptions that may be viewed at any time.



2. How long has this program or effort been operational?

The Position Description System has been operational since July 1, 2015.

3. Why was this program/effort created?

Effective July 1, 2015, State Civil Service resumed responsibility for allocating all classified positions. State Civil Service had previously delegated this responsibility to the Agencies.

Recentralization of this process was an effort to ensure greater consistency in the allocation of positions as well as provide efficiencies throughout the state. In the event that recentralization was viewed by the Agencies as potentially taking more time to receive an allocation decision than if they had allocated the position themselves, the Director committed to a three-day turnaround. We knew that if we were to meet this standard that we would have to move away from a paper-based method.

4. What are the costs of this program/effort?

The Position Description System was built in house by State Civil Service staff so there were no associated costs.

5. How is the program/effort funded?

The system is supported in house so there is no need for additional funding.

6. How do you measure the success of this program/effort?

Success is measured through metrics detailing the number of position descriptions received, completed and the turnaround time. Since its inception the three-day turnaround has been met and often exceeded with position descriptions being returned within a day of being assigned.

In addition, there has been a cost savings since the system is electronic and we are no longer incurring printing and mailing costs. We anticipate further cost savings to taxpayers as we ensure the uniformity of the classification system by making all allocation decisions.

There is also a times savings as this has cut down on the time spent fielding calls from Agencies asking the status of their position descriptions. They can simply log in to their Dashboard to see the status.

7. How has the program/effort changed since its inception?

Since the inception changes have been made to the Consultant and Supervisor Dashboards to more easily view what is pending as well as much it easier to search by certain criteria.

The Position Description System has been so successful that we are currently developing a similar system for positions exempted from the classified service or unclassified positions.