

2017 NASPE AWARDS

Advancing the HR Profession Award

Nominations from dues-paying states are considered for eligibility. Nominated leaders and programs should have a positive effect on the administration of state human resource programs. A state's central human resource department or line agency human resource operations may administer nominated programs.

Programs and projects must have been operational for at least six months and must be transferable to other states. Selection criteria are based on the questions asked on the award application. Included in this packet are the specific criteria for each award and their categories. Nominations are encouraged in all areas of human resource management administration.

Additionally, please provide the project initiative in one of the following formats:

- Web link
- Snapshot
- PDF

NOMINATION INFORMATION

Title of Nomination: Position Description System

State: LA

Contact Person: Lindsay Ruiz de Chavez

Contact's Title: Public Information Director

Agency: Louisiana State Civil Service

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ALL SUBMISSIONS MUST:

Meet all eligibility requirements. • Meet deadline requirements stated on the NASPE website. • Be entered in the correct category and be correctly identified. • Include a complete nomination packet. • Conform to all copyright laws.

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NOMINATOR INFORMATION

Nominator: Byron Decoteau, Jr. Title: State Civil Service Director

State: LA Agency: Louisiana State Civil Service

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DETAILS

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?

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

5. How is this program/effort funded?

The system is supported in house so there is no need for additional funding. Originally, State Civil Service was allocated \$100,000 to contract with an outside company to build a system. By creating and building the system in house, we were able to return \$100,000 of unused funds to the state general fund.

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. We were actually able to reduce our published turnaround time and process position descriptions on the day they were received instead of the next business day.

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 its 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 PDS has been so successful that we are currently developing a similar system for positions exempted from the classified service (unclassified).

Since the recentralization and creation of PDS we were also able to change our employee appeal process that made it less burdensome and more easily understandable and efficient for employees.

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Position Description System Screenshots:

HR Info Portal Home	PDS System Home	Log Out
Position Description System Menu		
<p>HR Dashboard</p> <p>View your agency's position description records.</p> <p>Upload Position Description</p> <p>Submit position description documents to SCS.</p> <p>Position Number Inquiry</p> <p>Search for position descriptions by position number.</p> <p>Incumbent Name Inquiry</p> <p>Search for position descriptions by incumbent name.</p> <p>Job Code Inquiry</p> <p>Search for position descriptions by job code.</p>		
<i>Screenshot of Position Description System menu.</i>		

HR Info Portal Home	PDS System Home	Log Out							
Welcome State Civil Service									
<input type="button" value="Pending"/> <input type="button" value="Completed Last 60 Days"/>									
8 position descriptions completed.									
Log #	View	Position #	Personnel Area	Request Type	Proposed Job Title	Approved Job Title	Employee Name	Date Completed	Status
119836	View Pos Desc	50502595	0560 - CS-State Civil Service	UPDATE	TRAIN/DEV SPEC 3	TRAIN/DEV SPEC 3	████████████████████	03/21/2016	COMPLETED
119768	View Pos Desc	50469728	0560 - CS-State Civil Service	UPDATE	TRAIN/DEV PROG MGR	TRAIN/DEV PROG MGR	████████████████████	03/18/2016	COMPLETED
119767	View Pos Desc	50449453	0560 - CS-State Civil Service	UPDATE	HR DIV ADMIN	HR DIV ADMIN	████████████████████	03/18/2016	COMPLETED
118983	View Pos Desc	4335	0560 - CS-State Civil Service	UPDATE	HR ASST DIV ADMIN	HR ASST DIV ADMIN	████████████████████	02/19/2016	COMPLETED
118989	View Pos Desc	4280	0560 - CS-State Civil Service	UPDATE	HR CONS SPEC	HR CONS SPEC	████████████████████	02/19/2016	COMPLETED
118984	View Pos Desc	4337	0560 - CS-State Civil Service	UPDATE	HR DIV ADMIN	HR DIV ADMIN	████████████████████	02/19/2016	COMPLETED
118840	View Pos Desc	50519781	0560 - CS-State Civil Service	NEW POSITION	TRAIN/DEV SPEC 3	TRAIN/DEV SPEC 3	████████████████████	02/12/2016	COMPLETED
118391	View Pos Desc	50450317	0560 - CS-State Civil Service	UPDATE	ADMIN COORD 4	ADMIN COORD 4	████████████████████	01/27/2016	COMPLETED
<i>Screenshot of Agency Dashboard.</i>									