



Position Classification Policy

This position applies to Classified Employees only.

The State Department of Civil Service through a Memorandum of Understanding has granted Southeastern Louisiana University delegated authority to allocate Civil Service positions, with some limited exceptions. The Civil Service Compensation Division will determine those jobs that must be allocated by the Department of Civil Service.

Southeastern is authorized to create new positions and reallocate or update existing positions. Prior approval from Civil Service is not required for downward reallocations.

Job corrections may ultimately be processed, but currently require prior approval from the Compensation Division. Usually this approval will be documented in the implementation instructions for the job study that makes the job corrections necessary. Questions about whether processing job corrections should be referred to a Compensation Division Consultant with the Department of Civil Service.

POSITION DESCRIPTIONS

The position description is a legal document designed to officially document the duties assigned to the occupant of a position by the management of the organization. These stated assignments should closely parallel the duties actually performed by the employee. Positions should not be reallocated based on anticipated duty changes.

The signatures of the appointing authority and the direct line supervisor are mandatory. The employee's signature is preferred (for filled positions), but is not absolutely required on appeals for reallocation or updates.

If the delegated classification authority is not used for a position, Human Resources will send two copies of the SF-3 to Civil Service. Civil Service will allocate the position, return a copy to the Human Resources Office and retain one copy for their files.

with the department to update the job description and conduct the job audit to determine if a more appropriate allocation is warranted. Positions may also be reallocated as an agency appeal outside of the normal budget hearing process on a very limited basis. These special cases must have the approval of the entire chain of command.

3. Employee Appeal: An employee appeal for reallocation occurs when an employee files a request to have their position reviewed based on their belief that it is (pe)3D8(J)-(u)-3(n)(e)-3(q)