

YOUTH SERVICES POLICY

Title: Position Descriptions Next Annual Review Date: 08/12/2017	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.23
Page 1 of 3	
References: State Civil Service Rules – Chapter 5; ACA Standard 2-CO-1C-01 and 2-CO-1C-08 (Administration of Correctional Agencies); 4-JCF-6D-01 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy No. A.2.45 “Performance Evaluation System (PES) and Performance Adjustments”	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 08/12/2015

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To provide for the development of position descriptions for all State Civil Service (SCS) positions, and to ensure that the duties and qualifications for all YS positions are reviewed annually to ensure that organizational objectives and the agency’s mission are being met.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, Facility Directors, and all YS employees.

Unit Heads shall ensure that procedures are in place to comply with the provisions of this policy.

IV. DEFINITION:

Supervisor - A staff member assigned to supervise, manage or direct the work of another staff member(s).

Unit Head - Deputy Secretary, Facility Directors, and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy that written position descriptions and job qualifications be developed for all positions within YS.

VI. PROCEDURES:

It is the responsibility of each supervisor to ensure that position descriptions (SF-3) are reviewed on an annual basis when completing an employee's performance evaluation and planning documents, as well as on the employee's anniversary hire date, to determine if duties described therein are current and accurate.

- A. In conjunction with the employee's anniversary hire date, the "Position Description Review Form", [see Attachment A.2.23 (a)] shall be completed, signed and dated by the employee and supervisor for submission to Public Safety Services/Human Resources (PSS/HR).
- B. If a revised "Position Description" (SF-3) is required based on the information noted in D. below, the attached "Position Description Review Form" shall also be completed for submission with the SF-3.

The SF-3, dated August 2015, is attached and is also available on the State Civil Service website @: <http://www.civilservice.louisiana.gov/mwg-internal/de5fs23hu73ds/progress?id=TL9TqkTfEOPXfxao7rlbAk8Hiho-QAwS2UqipuLnj4o>,

The attached "Position Description SF-3 Instructions Sheet" shall be used as a guideline.

The "Position Description Optional Attachment (SF-3A)" shall be used as needed for those positions with specific requirements.

- C. Employees and supervisors shall ensure the accuracy of all statements presented on position descriptions.
- D. Position descriptions shall be updated as follows:
 - 1. At least every five (5) years;
 - 2. When major duty changes have taken place; and
 - 3. Prior to filling a vacant position at the supervisory level or above, unless the position description has been updated within the last 12 months, or is encompassed by a master job description in a high volume hiring situation such as Juvenile Justice Specialist (JJS).
- E. All completed SF-3's with corresponding attachments shall be submitted to PSS/HR for submission to State Civil Service for final review and approval.

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Previous Regulation/Policy Number: A.2.23
Previous Effective Date: 10/10/2014

Attachments/References:

Description Review Form Aug 2015.doc

2015.docx



A.2.23 (a) Position

SF-3 Position Description Aug

Sf-3 Instructions Revised 01-07.doc

Sf-3A Optional Attachment Revised 11-01.doc