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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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DEPUTY SECRETARY

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HUMAN RESOURCES MEMORANDUM NO. 2015-021

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR, IPMA-CP ^(RND)
Human Resources Director

SUBJECT: Revised Position Description Form

DATE: July 2, 2015

The Position Description (SF-3) and Classified WAE Position Description forms have been revised by State Civil Service (SCS). The revised form is attached for your convenience, and may also be accessed on Channel Z under Human Resources > HR Forms.

The following additional information will be required on the new position description forms for all new position requests:

- Organization Unit Number
- Cost Center Number
- Work Parish
- Personnel Subarea
- Employee Group (FLSA Status)
- Employee Subgroup

Please be advised, in accordance with Civil Service guidelines, older versions of the SF-3 forms will no longer be accepted.

If you have any questions, please contact the Human Resources Division at (225) 342-0880.

RND:ap
Attachment
c: Personnel Liaisons

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