



1 TYPE OF REQUEST

Check appropriate request boxes. If master job description (MJD), attach master list of positions.

Form Revision Date: 3/2025

UPDATE

NEW POSITION

JOB CORRECTION

MJD

requested

2 POSITION SPECIFICATIONS

POSITION NUMBER	MAJOR AGENCY CODE	PERSONNEL AREA CODE
CURRENT OFFICIAL JOB TITLE	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

3 INFORMATION REQUIRED FOR NEW POSITION

For LaGov HCM agencies only.

ORGANIZATIONAL UNIT NUMBER	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE) FT HOURLY FT SALARY PT HOURLY
COST CENTER	GRANT	FUND	WBS ELEMENT ORDER

4 GENERAL INFORMATION

EMPLOYEE NAME – LAST, FIRST	HUMAN RESOURCES CONTACT	
AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE	
OFFICIAL TITLE OF DIRECT SUPERVISOR	SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL

5 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position, if applicable.

EMPLOYEE NAME	POSITION NUMBER	OFFICIAL JOB TITLE/AGENCY

6 ATTACHMENTS

Check to indicate attachments.

Organizational Chart **(required)**

MJD Position Numbers

7 ADDITIONAL INFORMATION

Provide justification on why this position is needed on a temporary basis.

CHECK THE APPROPRIATE BOX: RULE 23.6(a)

WORK OVERLOAD

PENDING FILLING THE POSITION IN A REGULAR MANNER

EMERGENCY

EXPLANATION OF REQUEST

IF BASED ON AN INITIATIVE OF THE APPOINTING AUTHORITY, EXPLAIN THE PROGRAM OR PROJECT BASED ON THIS INITIATIVE AND THE LEVEL AND DURATION OF THIS WORK.

8 AGENCY APPROVAL

SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE

DATE

PRINT NAME AND TITLE OF PERSON SIGNING THIS REQUEST

9 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or the reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.