



CLASSIFIED WAE POSITION DESCRIPTION

Form Revision Date: 7/2022

TYPE OF REQUEST

Check appropriate request boxes.

UPDATE NEW POSITION MASTER

PERSONNEL AREA CODE

POSITION NUMBER

CURRENT OFFICIAL JOB TITLE

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

INFORMATION REQUIRED FOR NEW POSITION

FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT

WORK PARISH

PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE)

- FT HOURLY
- FT SALARY
- PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

GENERAL INFORMATION

AGENCY/DEPARTMENT – OFFICE – DIVISION

OFFICIAL TITLE OF SUPERVISOR

DIRECT SUPERVISOR'S POSITION NUMBER

COMPARATIVE POSITIONS

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

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE/AGENCY

ATTACHMENTS

Check to indicate attachments.

Organizational Chart (**required**) Duties / Responsibilities (**required**) Comments MJD Position Numbers

ADDITIONAL INFORMATION

PLEASE PROVIDE JUSTIFICATION ON WHY THIS POSITION IS NEEDED ON A TEMPORARY BASIS.

ADDITIONAL INFORMATION
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.

AGENCY APPROVAL			
SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE			
			DATE
PRINT NAME AND TITLE OF PERSON SIGNING THIS REQUEST			
CONTACT INFORMATION (HUMAN RESOURCES CONTACT)			
NAME			
EMAIL		PHONE NUMBER	(###) ###-####

DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or 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.