

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 17(R)

July 1, 2005

TO: All Departments, Boards, Agencies and Commissions

FROM: Charles L. Rice, Jr., Chief Administrative Officer

SUBJECT: REQUEST FOR THE ESTABLISHMENT OF A NEW POSITION IN THE
UNCLASSIFIED PAY PLAN

1. PURPOSE.

This memorandum amends the policy for requesting the creation of a new position in the Unclassified Pay Plan.

2. PROCEDURE.

In order to establish a new position in the Unclassified Pay Plan, it shall be the responsibility of the agency or the department requesting the new position to submit to the Chief Administrative Officer (with a copy to the Personnel Management Division of the CAO), a job description and a memorandum describing, explaining and justifying the desired position.

3. JOB DESCRIPTION.

Each job description shall follow a standardized form as outlined herein. Listed below are the sections to be included in each job description with comments designed to aid in describing each section.

1. Type of Work.

This should be a brief description of the type of work to be performed. The degrees of difficulty and responsibility levels should be indicated.

2. Examples of Work.

The examples should be representative of the type of work to be performed in the position. Like duties should be grouped together.

3. Required Education, Training, Skills and Abilities.

Items listed in this section are those necessary at the time of appointment.

4. ACCOMPANYING MEMORANDUM FOR A NEW POSITION TO BE ESTABLISHED.

Each job description for new positions to be established in the Unclassified Pay Plan shall be accompanied by a memorandum describing, explaining and justifying the position desired. The memorandum shall include the following:

- A. Title of position being created.
- B. Department, Agency, Board, or Commission to which position will be attached.
- C. Proposed Salary.
- D. Reason for the establishment of the desired position.

5. ESTABLISHMENT OF A NEW POSITION.

If the request for the new position is deemed to be justified by the Chief Administrative Officer, the Personnel Management Division of the CAO's Office will prepare an ordinance to establish the new position in the Unclassified Pay Plan.

6. INQUIRIES.

Any questions concerning this memorandum may be addressed to the Personnel Management Division of the Chief Administrative Office at (504) 658-8629.

CLR, Jr./PMRC/rth