



Who can be detailed by the Appointing Authority?

A permanent classified employee who meets the SCS minimum qualifications and testing requirements for the job title of the detail position.

When is the State Civil Service Director's Approval needed prior to the detail?

SCS Director approval is required prior to the detail of any probational employee or a permanent classified employee who does not meet the State Civil Service minimum qualifications and testing requirements for the job title of the detail position.

When any detail is anticipated to exceed one year.

What do I fill out to obtain the State Civil Service Director's Approval?

"Agency Request for Prior SCS Director Approval of Detail to Special Duty" form is to be used when:

- requesting to detail an employee who is probational or a permanent classified employee who does not meet the State Civil Service minimum qualifications and testing requirements for the job title.
- requesting to detail a probational classified employee who meets the State Civil Service minimum qualifications and testing requirements for the job title.

"Agency Request for Extension of Detail to Special Duty" Form is to be used when a detail is anticipated to exceed one year.

What needs to be entered in LaGov HCM when detailing an employee?

New action reason codes "SCS Director Approved Detail" & "SCS Detail Extension" were created. Quick Tip #83 will walk you through what is required when detailing an employee.