

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, APRIL 1, 2015****9:00 A.M.**

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:04 A.M. ON WEDNESDAY, APRIL 1, 2015. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS KIMBERLY DELLAFOSSE, D. SCOTT HUGHES, G. LEE GRIFFIN, C. PETE FREMIN, AND RONALD CARRERE.

- Opportunity for Public Comment (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Request of the Department of Wildlife and Fisheries to amend its Special Entrance Rate policy for WLF Enforcement Cadet, WLF Enforcement Agent and WLF Enforcement Senior Agent job titles in accordance with State Civil Service Rule 6.5(b), effective April 1, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 2) Request of the Department of Health and Hospitals, Office of Behavioral Health, Central Louisiana State Hospital to exempt from the classified service, two (2) Liaison Officer positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 1, 2015 through March 31, 2019. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position numbers for incumbents must be emailed to misty.mcafee@la.gov. Please use **CSC 04-01-15 #2** as the reference when transmitting this information.)
- 3) Request of the Department of Public Safety and Corrections, Corrections Services to exempt from the classified service, one (1) Teach Professional position, in accordance with State Civil Service Rule 4.1(d)2, effective April 1, 2015 through March 31, 2019. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Request of the Louisiana State Board of Nursing to amend its Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective April 1, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 5) Request of the Louisiana State Board of Nursing to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective April 1, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Request of State Civil Service to ratify the Director's interim approval of a layoff avoidance measure in the form of a retirement incentive for the Louisiana Department of Insurance, which was granted as an exception to State Civil Service Rule 17.9(a). **State Civil Service recommends ratification of Director's interim approval of the requested layoff avoidance plan.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 7) WITHDRAWN
- 8) Request of the Department of Revenue for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 600 hours to be worked within a 12 month appointment period, for Jared Champagne, in the Classified WAE position of Training and Development Specialist 3. **State Civil Service recommends approval for additional hours, effective April 1, 2015 and does not cover any hours worked over 1245 prior to this date.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**
- 9) Consideration of the Minutes of the Commission Meeting held on March 4, 2015. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 10) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Southern University at New Orleans
 - Department of Revenue
 - Louisiana Real Estate Commission
 - LSU Health Sciences Center – New Orleans
 - Louisiana School Employees' Retirement System
 - Department of Corrections – Prison Enterprises(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

MELINDA ROBERT ALSO INFORMED THE COMMISSION THAT A TEAM IS SCHEDULED FOR AN ONSITE TRAINING SESSION AT GRAMBLING STATE UNIVERSITY TO ADDRESS THEIR AREAS OF CONCERNS.

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, APRIL 1, 2015

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 11) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2015-006) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A, B, AND C; AND RATIFIED THE DIRECTOR'S INTERIM APPROVAL FOR EXHIBITS D AND E. THE COMMISSION SET THE EFFECTIVE DATES AS FOLLOWS:

THE COMMISSION GRANTED THE DIRECTOR OF STATE CIVIL SERVICE THE AUTHORITY TO SET AN EFFECTIVE DATE OF IMPLEMENTATION FOR EXHIBITS A, B, AND C NO SOONER THAN 10 DAYS FROM THE DATE OF STATE CIVIL SERVICE COMMISSION APPROVAL (APRIL 1, 2015); EXHIBIT D HAS AN EFFECTIVE DATE OF OCTOBER 21, 2014, WHICH IS THE DATE STATE CIVIL SERVICE DIRECTOR GRANTED INTERIM APPROVAL; AND EXHIBIT E HAS AN EFFECTIVE DATE OF SEPTEMBER 17, 2014, WHICH IS THE DATE STATE CIVIL SERVICE DIRECTOR GRANTED INTERIM APPROVAL

- 12) Request of the Division of Administration for an exception to State Civil Service Rule 24.1 to allow positions transferred to DOA from other agencies as part of the IT Consolidation to retain the pay mechanisms received at those respective agencies for an additional three months, effective March 17, 2015 through June 16, 2015 or until the consolidation is completed, whichever is sooner. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 13) Request of the Division of Administration to establish a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34, effective April 1, 2015. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 14) Request of the Secretary of State for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt one (1) Special Projects Officer position from the State Classified Service effective April 1, 2015. State Civil Service recommends approval effective April 1, 2015 to March 31, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 04-01-15 #14** as the reference when transmitting this information.)

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- Director's Report
 - **DIRECTOR SHANNON TEMPLET ANNOUNCED THE HR PANEL Q&A SESSION SET FOR APRIL 8, 2015 HAS BEEN RESCHEDULED TO MAY 28, 2015.**

- ***DIRECTOR SHANNON TEMPLET INFORMED THE COMMISSION OF THE RECENT LAUNCH OF THE NEW JOB SEEKERS PORTAL ON THE SCS WEBSITE.***
- ***DIRECTOR SHANNON TEMPLET ANNOUNCED THE WORKFORCE PLANNING PAGE ON THE SCS WEBSITE WILL LAUNCH TODAY.***

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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) **NO APPLICATIONS FOR REVIEW FOR CONSIDERATION.****
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:31 A.M. ON WEDNESDAY, APRIL 1, 2015.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN