

STATE OF LOUISIANA
 DEPARTMENT OF STATE CIVIL SERVICE
 BATON ROUGE, LOUISIANA

September 16, 2008

This public document was published at a total cost of \$9.82. 33 copies of this public document were published in this 1st printing at a cost of \$.29 each. The total cost of all printings of this document including reprints is \$9.82. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to R.S. 43:31.

General Circular No. 1744

To: Heads of State Agencies and Human Resource Directors

Subject: Extension of job study deadlines and supplemental implementation instructions

Issue Date: September 16, 2008

The Compensation Division has extended the implementation deadline for several job studies approved at the April 2008 Pay Hearing. In addition to an extended implementation period, supplemental implementation instructions have been developed for a few specific job titles. Please note that when a new level is created at the top of a series, job corrections to that level should be considered during the implementation period. Positions should be allocated to the highest level supported by the duties. The notable changes to the current job study implementation are as follows:

1. Job series with a revised implementation deadline of October 31, 2008.

Job series:
Accounting
Auditing
Budget
Cultural Program
Medical Laboratory Technologists

2. Supplemental implementation instructions for job titles which must now be updated in accordance with the implementation of the job study.

Job Code:	Job Title:	SF3 Req.	Action / Allocation By:
139370	Accountant 3(AS 615) <i>(cap of career progression group)</i>	Yes	Agency
159710	Accountant Manager 1 (AS 618)	Yes	Agency

158540	Auditor 3 (AS 617) <i>(cap of career progression group)</i>	Yes	Agency
139730	Budget Analyst 3 (AS 615) <i>(cap of career progression group)</i>	Yes	Agency
139770	Budget Manager (AS 618)	Yes	Agency
113150	Cultural Program Coordinator (AS 616)	Yes	Agency
117280	Medical Laboratory Technologist 3 <i>(cap of career progression group)</i>	Yes	Agency
117290	Medical Laboratory Technologist Supervisor	Yes	Agency

3. A copy of this information will be included on the HRinfo! website with the April 2, 2008 Pay Hearing Instructions.

Please direct questions about the above mentioned issues to Julie Ryan, Compensation Division Assistant Chief, or Aarika Spruel, Compensation Supervisor, Department of State Civil Service, P.O. Box 94111, Baton Rouge, LA 70809, or email julie.ryan@la.gov or aarika.spruel@la.gov. You can reach the Compensation Division at (225) 342-8083.

Sincerely,

s/Anne S. Soileau
Director