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GENERAL CIRCULAR NUMBER 2012-012 UPDATE

DATE: May 30, 2012

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of June 6, 2012 Pay Hearing
UPDATE to General Circular 2012-012 –
Addition of Public Health Nurse 3 to Exhibit E

The State Civil Service Commission will hold a public hearing on Wednesday, June 6, 2012 to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9:00 AM, and will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 Third Street, Baton Rouge, Louisiana.

The Commission will consider the following exhibits:

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS A AND B BELOW REQUIRE APPROVAL FROM BOTH THE COMMISSION AND THE GOVERNOR PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE COMMISSION AND APPROVED BY THE GOVERNOR. IF ADOPTED BY THE COMMISSION AND APPROVED BY THE GOVERNOR, THE GOVERNOR WILL SET THE EFFECTIVE DATE:

EXHIBIT A:

New jobs proposed for addition to the Pay Plan since the September 7, 2011 Pay Hearing (See Attached).

EXHIBIT B:

Job pay grade changes proposed to the Pay Plan since the September 7, 2011 Pay Hearing (See Attached).

THE CHANGES TO THE PAY PLAN NOTED BELOW IN EXHIBITS C, D, AND E REQUIRE ONLY THE APPROVAL OF THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION:

EXHIBIT C:

Job title changes proposed to the Pay Plan since the September 7, 2011 Pay Hearing (See Attached).

EXHIBIT D:

Job specification changes to the Pay Plan since the September 7, 2011 Pay Hearing (See Attached).

EXHIBIT E:

Jobs abolished from the Pay Plan since the September 7, 2011 Pay Hearing (See Attached).

Further supplements to add items to these exhibits may be issued at the Public Hearing.

Please review this proposal, and provide us with any comments that you consider pertinent by close of business June 1, 2012. If you would like to appear before the Commission to present your comments orally, you are invited to do so. Please notify State Civil Service of such intentions in advance of the meeting. Any comments may be directed to Chris Deer (chris.deer@la.gov) or Byron Decoteau (byron.decoteau@la.gov) at (225) 342-8083.

Please post this General Circular prominently so that all employees will receive notice of this hearing.

If any special accommodations are needed, please notify us prior to this meeting.

Sincerely,

s/Shannon S. Templet
Director

**EXHIBIT A: JOBS ADDED TO THE PAY PLAN SINCE THE
SEPTEMBER 7, 2011 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
172810	WLF Compliance Analyst A	AS	610
172820	WLF Compliance Analyst B	AS	611
172830	WLF Compliance Analyst C	AS	612
172840	WLF Compliance Supervisor	AS	615
172850	WLF Compliance Manager	AS	618
172860	WLF Compliance Director	AS	621
172870	Medicaid Regional Administrator	SS	421
172880	Retirement Benefits Specialist	AS	617
172890	Coastal Resources Asst Administrator	TS	318

**EXHIBIT B: JOB PAY GRADE CHANGES TO THE PAY PLAN SINCE THE
SEPTEMBER 7, 2011 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
166930	Petroleum Lands Assistant Director	AS	619	AS	620
154660	Petroleum Lands Director	AS	621	AS	622
122500	Retirement Benefits Analyst 1	AS	611	AS	612
122510	Retirement Benefits Analyst 2	AS	612	AS	613
158420	Retirement Benefits Analyst 3	AS	614	AS	615
122540	Retirement Benefits Supervisor	AS	616	AS	618
122530	Retirement Benefits Manager	AS	618	AS	619
169160	Retirement Benefits Asst Administrator	AS	619	AS	620
162930	Retirement Benefits Administrator	AS	621	AS	622
122550	Retirement Education Representative	AS	615	AS	616

**EXHIBIT C: JOB TITLE CHANGES TO THE PAY PLAN SINCE THE SEPTEMBER 7,
2011 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
122550	Retirement Education Representative	Retirement Benefits Educator

**EXHIBIT D: JOB SPECIFICATION CHANGES TO THE PAY PLAN SINCE THE
SEPTEMBER 7, 2011 PAY HEARING**

JOB CODE	JOB TITLE
166180	Lands Specialist 1
166190	Lands Specialist 2
166200	Lands Specialist 3
169350	Lands Specialist 4
166210	Land Manager

**EXHIBIT E: JOBS ABOLISHED FROM THE PAY PLAN SINCE THE SEPTEMBER 7,
2011 PAY HEARING**

JOB CODE	JOB TITLE
166840	Child Welfare Counselor – Adoption
131540	Corrections Support Officer – Therapeutic
164060	Deputy State Fire Marshal Asst Supv – Fire and Safety
142140	Deputy State Fire Marshal Chief - Arson
164320	Deputy State Fire Marshal Manager - Fire and Safety/Arson
169080	Deputy State Fire Marshal Manager – Mechanical
142170	Deputy State Fire Marshal Supervisor - Arson
164310	Deputy State Fire Marshal Supervisor - Fire and Safety
169070	Deputy State Fire Marshal Supervisor – Mechanical
142210	Deputy State Fire Marshal 1 – Arson
169030	Deputy State Fire Marshal 1 – Mechanical
142030	Deputy State Fire Marshal 2 – Arson
169040	Deputy State Fire Marshal 2 – Mechanical
169050	Deputy State Fire Marshal 3 – Mechanical
169060	Deputy State Fire Marshal 4 – Mechanical
164280	Deputy State Fire Marshal 1 – Fire and Safety
164290	Deputy State Fire Marshal 2 – Fire and Safety
164300	Deputy State Fire Marshal 3 – Fire and Safety
167330	Deputy State Fire Marshal 3 – Arson
149770	DOTD Aviation Director
155400	DOTD Intermodal Transportation Administrator 1
123820	DOTD Intermodal Transportation Administrator 2
123730	DOTD Intermodal Transportation Manager
138550	DOTD Intermodal Transportation Safety and Compliance Off
159490	DOTD Intermodal Transportation Specialist 1
123840	DOTD Intermodal Transportation Specialist 2
121590	DOTD Loss Prevention Director

JOB CODE	JOB TITLE
158310	DOTD Loss Prevention Officer 1
131140	DOTD Loss Prevention Officer 2
158290	DOTD Loss Prevention Officer 3
158280	DOTD Loss Prevention Regional Manager
151040	DOTD Management Consultant
165610	DOTD Transportation Planner 1
165620	DOTD Transportation Planner 2
154430	Facility Maintenance Manager 1
125350	Flood Insurance Program Coordinator 2
125360	Flood Insurance Program Manager
116010	Interpretive Specialist
115740	Interpretive Specialist Supervisor
142120	Manufactured Housing Investigator Supervisor
164240	Manufactured Housing Investigator 1
164250	Manufactured Housing Investigator 2
164260	Manufactured Housing Investigator 3
161020	OCDD Community Services Asst Regional Administrator
157020	OCDD Community Services Regional Administrator
167100	OCDD Community Services Specialist Supervisor
107510	OCDD Community Services Specialist 1
166980	OCDD Community Services Specialist 2
166990	OCDD Community Services Specialist 3
168360	Public Health Advanced Practice Registered Nurse
111600	Public Health Nurse 1
111630	Public Health Nurse 2
111620	Public Health Nurse 3
111560	Public Health Nurse 4
168320	Public Health Nurse 5
168330	Public Health Nurse 6
151740	Public Health Nurse 7
168340	Public Health Nurse 8
111750	Public Health Nurse 9
158240	Registered Nurse – Director of Education
112420	Registered Nurse – Infection Control Coordinator
112470	Registered Nurse – Instructor
112160	Registered Nurse – Supervisor 1
112170	Registered Nurse – Supervisor 2
152760	Registered Nurse – Supervisor 3
112680	Registered Nurse – Alcohol/Drug Abuse Nursing Director
110800	Registered Nurse – Clinical Coordinator

JOB CODE	JOB TITLE
146670	Registered Nurse – Clinical Nurse Specialist
112540	Registered Nurse – Hospital Assistant Nursing Director 1
112570	Registered Nurse – Hospital Assistant Nursing Director 2
153260	Registered Nurse – Hospital Audit Program Specialist
112380	Registered Nurse – Hospital Nursing Director 1
112390	Registered Nurse – Hospital Nursing Director 2
112490	Registered Nurse – Instructor Coordinator
112100	Registered Nurse – Instructor Supervisor
149180	Registered Nurse – Practitioner
150950	DHHR Recovery Specialist
111850	MCLNO Associate Nursing Administrator
152710	Registered Nurse – Director of Nursing PDC
112120	OMRDD Facility Assistant Director
112140	OMRDD Facility Nursing Director
167410	Crime Lab Specialist 1
167420	Crime Lab Specialist 2
120240	Program Director - HEAL