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## **GENERAL CIRCULAR NUMBER 2012-018**

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**DATE: June 19, 2012**

**TO: Heads of State Agencies and Human Resources Directors**

**SUBJECT: Approved Changes to the Pay Plan**

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Please be advised that changes have been made to the State Civil Service Classification and Pay Plan as proposed in General Circular No. 2012-13. These changes were considered and approved by the State Civil Service Commission at its June 6, 2012 public pay hearing. Also, where necessary, the Governor has granted approval. For an outline of these changes please refer to the attachments below.

### **EFFECTIVE DATE OF CHANGES: June 22, 2012**

All necessary actions resulting from these changes should be completed within 90 days of the effective date. In addition, any related agency pay polices should be updated in this timeframe. Human Resources Directors should refer to the *HRInfo!* section of the SCS website for implementation charts and instructions.

If there are any questions concerning the subject matter of this General Circular, please contact Byron Decoteau Jr., Chief of Compensation at (225) 342-8083.

Sincerely,

s/Shannon S. Templet  
Director

**JOBS ADDED TO THE PAY PLAN**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>PAY SCHED</b>	<b>PAY LEVEL</b>
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

**JOB PAY GRADE CHANGES TO THE PAY PLAN**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>FROM SCHED</b>	<b>FROM LEVEL</b>	<b>TO SCHED</b>	<b>TO LEVEL</b>
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

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>FROM SCHED</b>	<b>FROM LEVEL</b>	<b>TO SCHED</b>	<b>TO LEVEL</b>
162930	Retirement Benefits Administrator	AS	621	AS	622
122550	Retirement Education Representative	AS	615	AS	616

**JOB TITLE CHANGES TO THE PAY**

<b>JOB CODE</b>	<b>FROM JOB TITLE</b>	<b>TO JOB TITLE</b>
122550	Retirement Education Representative	Retirement Benefits Educator

**JOB SPECIFICATION CHANGES TO THE PAY PLAN**

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

**JOBS ABOLISHED FROM THE PAY PLAN**

<b>JOB CODE</b>	<b>JOB TITLE</b>
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

JOB CODE	JOB TITLE
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
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

JOB CODE	JOB TITLE
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
146670	Registered Nurse – Clinical Nurse Specialist

<b>JOB CODE</b>	<b>JOB TITLE</b>
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

**MISCELLANEOUS PAY PLAN CHANGES – EEO CODE**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>FROM EEO CODE</b>	<b>TO EEO CODE</b>
162930	Retirement Benefits Administrator	PR	OA