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GENERAL CIRCULAR NUMBER 2012-027

DATE: November 1, 2012

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of November 14, 2012 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, November 14, 2012, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9:00 A.M., 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 EXHIBIT A BELOW REQUIRE APPROVAL FROM BOTH THE STATE CIVIL SERVICE COMMISSION AND THE GOVERNOR PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION AND APPROVED BY THE GOVERNOR.

EXHIBIT A: New Jobs Proposed for Addition to the Pay Plan since the October 3, 2012 Pay Hearing (see attached).

EXHIBIT B: Job Specification Changes to the Pay Plan since the October 3, 2012 Pay Hearing (see attached).

EXHIBIT C: Jobs Abolished from the Pay Plan since the October 3, 2012 Pay Hearing (see attached).

Further supplements adding items to these exhibits may be issued at the Commission Hearing.

Please review this proposal, and furnish us any comments that you consider pertinent by close of business November 8, 2012. If you would like to appear before the Commission to present your comments orally, you are invited to do so and are requested to notify Louisiana State Civil Service of such intentions in advance of the meeting. Please direct your comments to Chris Deer (Christopher.Deer@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. Temple
Director

EXHIBIT A: New Jobs Proposed for Addition to the Pay Plan since the October 3, 2012 Pay Hearing (see attached).

Exhibits requiring approval from both the State Civil Service Commission and the Governor prior to implementation:

EXHIBIT A: NEW JOBS PROPOSED FOR ADDITION TO THE PAY PLAN SINCE THE OCTOBER 3, 2012 PAY HEARING

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
173210	Parks Regional Manager	AS	621

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

EXHIBIT B: Job Specification Changes to the Pay Plan since the October 3, 2012 Pay Hearing (see attached).

Exhibits requiring approval of only the State Civil Service Commission prior to implementation:

EXHIBIT B: PROPOSED JOB SPECIFICATION CHANGES SINCE THE OCTOBER 3, 2012 PAY HEARING

JOB CODE	JOB TITLE
115530	Parks District Manager

EXHIBIT C: Jobs Abolished from the Pay Plan since the October 3, 2012 Pay Hearing (see attached).

**EXHIBIT C: JOBS ABOLISHED FROM THE PAY PLAN
SINCE THE OCTOBER 3, 2012 PAY HEARING**

JOB CODE	JOB TITLE
165260	Licensing Assistant
167810	Wildlife and Fisheries Licensing Analyst 1
167820	Wildlife and Fisheries Licensing Analyst 2
167830	Wildlife and Fisheries Licensing Analyst 3
167850	Wildlife and Fisheries Licensing Director
167860	Wildlife and Fisheries Licensing Manager
167880	Wildlife and Fisheries Licensing Supervisor
169170	Retirement Benefits Consultant
154870	Retirement Education Consultant
154440	Facility Maintenance Manager 2
160310	Medicaid Regional Administrator 1
160320	Medicaid Regional Administrator 2