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GENERAL CIRCULAR NUMBER 2013-005

DATE: February 22, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of March 6, 2013 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, March 6, 2013, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9 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 and B 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 Job Titles Proposed for Addition to the Pay Plan since the November 14, 2012 Pay Hearing (see attached).

EXHIBIT B: Job Title Pay Grade Changes Proposed to the Pay Plan since the November 14, 2012 Pay Hearing (see attached).

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

EXHIBIT C: Job Specification Changes Proposed to the Pay Plan since the November 14, 2012 Pay Hearing (see attached).

EXHIBIT D: Job Titles Proposed for Abolishment from the Pay Plan since the November 14, 2012 Pay Hearing (see attached).

EXHIBIT E: Job Title Changes Proposed to the Pay Plan since the November 14, 2012 Pay Hearing (see attached).

EXHIBIT F: Job Title Minimum Qualification Changes Proposed since the November 14, 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 February 28, 2013. 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, Compensation Division Administrator, at christopher.deer@la.gov or 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

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 NOVEMBER 14, 2012 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
172930	CHILD DEVELOPMENT SUPERVISOR	SS	417
172920	CHILD DEVELOPMENT CONSULTANT	SS	417
172990	CHILD SUPPORT ENFORCEMENT SPECIALIST	SS	414
173000	CHILD SUPPORT ENFORCEMENT SUPERVISOR	SS	415
172960	CHILD SUPPORT ENFORCEMENT CONSULTANT	SS	417
172940	CHILD SUPPORT ENFORCEMENT MANAGER 1	SS	419
172950	CHILD SUPPORT ENFORCEMENT MANAGER 2	SS	421
172980	CHILD SUPPORT ENFORCEMENT MANAGER 3	SS	422
172970	CHILD SUPPORT ENFORCEMENT DIRECTOR	SS	423
173010	DCFS AREA DIRECTOR	SS	421
173020	DCFS REGIONAL ADMINISTRATOR	SS	423
173040	DISABILITY DETERMINATIONS SPECIALIST	SS	414
173050	DISABILITY DETERMINATIONS SUPERVISOR	SS	415
173030	DISABILITY DETERMINATIONS CONSULTANT	SS	417
173060	DISABILITY DETERMINATIONS MANAGER 1	SS	419
173070	DISABILITY DETERMINATIONS MANAGER 2	SS	421
173080	DISABILITY DETERMINATIONS DIRECTOR	SS	422
173090	ECONOMIC STABILITY SPECIALIST	SS	414
173100	ECONOMIC STABILITY SUPERVISOR	SS	415
173110	ECONOMIC STABILITY CONSULTANT	SS	417
173120	ECONOMIC STABILITY MANAGER 1	SS	419
173130	ECONOMIC STABILITY MANAGER 2	SS	421
173140	ECONOMIC STABILITY MANAGER 3	SS	422
173150	ECONOMIC STABILITY DIRECTOR	SS	423
173170	LICENSING CONSULTANT	SS	417
173180	LICENSING SUPERVISOR	SS	417
173160	RECOVERY SPECIALIST	SS	414
173190	PROGRAM MANAGER 3 – SOCIAL SERVICES	SS	422
173200	PROGRAM MANAGER 4 – SOCIAL SERVICES	SS	423

**EXHIBIT B: JOB PAY GRADE CHANGES PROPOSED TO THE PAY PLAN SINCE THE
NOVEMBER 14, 2012 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
134110	PROGRAM SPECIALIST – SOCIAL SERVICES	AS	615	SS	414
160480	PROGRAM COORDINATOR – SOCIAL SERVICES	AS	618	SS	417
121510	PROGRAM MANAGER 1 - SOCIAL SERVICES	AS	620	SS	419
121520	PROGRAM MANAGER 2 – SOCIAL SERVICES	AS	622	SS	421
157200	FRAUD INVESTIGATOR 1 – OFS	SS	412	SS	413
132180	FRAUD INVESTIGATOR 2 – OFS	SS	413	SS	414
132170	FRAUD DETECTION UNIT SUPERVISOR – OFS	SS	416	SS	417
151550	FRAUD DETECTION SPECIALIST	SS	416	SS	417

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

**EXHIBIT C: PROPOSED JOB SPECIFICATION CHANGES
SINCE THE NOVEMBER 14, 2012 PAY HEARING**

JOB CODE	JOB TITLE
171210	CHILD WELFARE EXECUTIVE MANAGER
166790	CHILD WELFARE SPECIALIST 5-A
166830	CHILD WELFARE SUPPORT SPECIALIST
166760	CHILD WELFARE SPECIALIST 3
166750	CHILD WELFARE SPECIALIST 2
166740	CHILD WELFARE SPECIALIST 1
166730	CHILD WELFARE SPECIALIST TRAINEE
165720	CHILD WELFARE SERVICES ASSISTANT
134110	PROGRAM SPECIALIST – SOCIAL SERVICES
121520	PROGRAM MANAGER 2 – SOCIAL SERVICES
107100	RECOVERY UNIT SUPERVISOR – OFS
167650	LICENSING SPECIALIST 1 – DSS
167290	LICENSING SPECIALIST 2 – DSS
165810	SOCIAL SERVICES ANALYST 1
165820	SOCIAL SERVICES ANALYST 2
165830	SOCIAL SERVICES ANALYST 3
150930	SOCIAL SERVICES SPECIALIST 1
150940	SOCIAL SERVICES SPECIALIST 2
143790	SOCIAL SERVICES SUPERVISOR
141000	RECOVERY ANALYST 1 – OFS
141010	RECOVERY ANALYST 2 – OFS
157200	FRAUD INVESTIGATOR 1 - OFS
132180	FRAUD INVESTIGATOR 2 - OFS

JOB CODE	JOB TITLE
132170	FRAUD DETECTION UNIT SUPERVISOR – OFS
151550	FRAUD DETECTION SPECIALIST
166770	CHILD WELFARE SPECIALIST 4
166800	CHILD WELFARE SPECIALIST 6
166850	CHILD WELFARE ADMINISTRATOR
121510	PROGRAM MANAGER 1 – SOCIAL SERVICES
160480	PROGRAM COORDINATOR – SOCIAL SERVICES

**EXHIBIT D: JOB TITLES PROPOSED FOR ABOLISHMENT FROM THE PAY PLAN SINCE
THE NOVEMBER 14, 2012 PAY HEARING**

JOB CODE	JOB TITLE
172070	FAMILY SUPPORT PROGRAM EXECUTIVE DIRECTOR
172080	FAMILY SUPPORT PROGRAM DIRECTOR
167220	FAMILY SUPPORT REGIONAL ADMINISTRATOR
150960	SUPPORT ENFORCEMENT REGIONAL ADMINISTRATOR
159510	SUPPORT ENFORCEMENT DISTRICT MANAGER 1
159520	SUPPORT ENFORCEMENT DISTRICT MANAGER 2
159560	SUPPORT ENFORCEMENT ASSISTANT DISTRICT MANAGER
167210	FAMILY SUPPORT PARISH MANAGER 1
167200	FAMILY SUPPORT PARISH MANAGER 2
167190	FAMILY SUPPORT PARISH MANAGER 3
158120	FAMILY SUPPORT ASSISTANT PARISH MANAGER
105260	FRAUD AND RECOVERY DIRECTOR
105250	FRAUD AND RECOVERY ASSISTANT DIRECTOR
165840	SOCIAL SERVICES ANALYST SUPERVISOR
166780	CHILD WELFARE SPECIALIST 5-B
157450	DISABILITY DETERMINATIONS AREA MANAGER
157460	DISABILITY DETERMINATIONS AREA ASSISTANT MANAGER
106720	SOCIAL SERVICES ADMISSIONS COUNSELOR 2
135380	SOCIAL SERVICES REGIONAL PROGRAM SPECIALIST

**EXHIBIT E: JOB TITLE CHANGES PROPOSED TO THE PAY PLAN
SINCE THE NOVEMBER 14, 2012 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
166850	CHILD WELFARE ADMINISTRATOR	CHILD WELFARE DIRECTOR
171210	CHILD WELFARE EXECUTIVE MANAGER	CHILD WELFARE MANAGER 2
166800	CHILD WELFARE SPECIALIST 6	CHILD WELFARE MANAGER 1
166790	CHILD WELFARE SPECIALIST 5-A	CHILD WELFARE CONSULTANT
166770	CHILD WELFARE SPECIALIST 4	CHILD WELFARE SUPERVISOR
160480	PROGRAM COORDINATOR – SOCIAL SERVICES	PROGRAM CONSULTANT – SOCIAL SERVICES
107100	RECOVERY UNIT SUPERVISOR –	RECOVERY SUPERVISOR

JOB CODE	FROM JOB TITLE	TO JOB TITLE
	OFS	
167650	LICENSING SPECIALIST 1 – DSS	LICENSING SPECIALIST 1
167290	LICENSING SPECIALIST 2 – DSS	LICENSING SPECIALIST 2
141000	RECOVERY ANALYST 1 – OFS	RECOVERY ANALYST 1
141010	RECOVERY ANALYST 2 – OFS	RECOVERY ANALYST 2
157200	FRAUD INVESTIGATOR 1 – OFS	FRAUD INVESTIGATOR 1
132180	FRAUD INVESTIGATOR 2 – OFS	FRAUD INVESTIGATOR 2
132170	FRAUD DETECTION UNIT SUPERVISOR – OFS	FRAUD DETECTION SUPERVISOR
151550	FRAUD DETECTION SPECIALIST	FRAUD DETECTION CONSULTANT

EXHIBIT F: JOB TITLE MINIMUM QUALIFICATION CHANGES PROPOSED TO THE PAY PLAN SINCE THE NOVEMBER 14, 2012 PAY HEARING

JOB CODE	JOB TITLE
132170	FRAUD DETECTION UNIT SUPERVISOR – OFS
157200	FRAUD INVESTIGATOR 1 – OFS
132180	FRAUD INVESTIGATOR 2 – OFS
151550	FRAUD DETECTION SPECIALIST
141000	RECOVERY ANALYST 1 – OFS
141010	RECOVERY ANALYST 2 – OFS
107100	RECOVERY UNIT SUPERVISOR - OFS
167650	LICENSING SPECIALIST 1 – DSS
167290	LICENSING SPECIALIST 2 – DSS
165810	SOCIAL SERVICES ANALYST 1
165820	SOCIAL SERVICES ANALYST 2
165830	SOCIAL SERVICES ANALYST 3
166740	CHILD WELFARE SPECIALIST 1
166750	CHILD WELFARE SPECIALIST 2
166760	CHILD WELFARE SPECIALIST 3
166830	CHILD WELFARE SUPPORT SPECIALIST
166770	CHILD WELFARE SPECIALIST 4
166790	CHILD WELFARE SPECIALIST 5-A
166800	CHILD WELFARE SPECIALIST 6
171210	CHILD WELFARE EXECUTIVE MANAGER
166850	CHILD WELFARE ADMINISTRATOR
121510	PROGRAM MANAGER 1 – SOCIAL SERVICES
121520	PROGRAM MANAGER 2 – SOCIAL SERVICES
134110	PROGRAM SPECIALIST – SOCIAL SERVICES
160480	PROGRAM COORDINATOR – SOCIAL SERVICES
150930	SOCIAL SERVICES SPECIALIST 1
150940	SOCIAL SERVICES SPECIALIST 2
143790	SOCIAL SERVICES SUPERVISOR