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GENERAL CIRCULAR NUMBER 2014-005

DATE: March 21, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of April 2, 2014 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, April 2, 2014, 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 EXHIBITS (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 Jobs Proposed for Addition to the Pay Plan since the October 2, 2013 Pay Hearing (see attached).

EXHIBIT B: Job Pay Grade Changes Proposed for Addition to the Pay Plan since the October 2, 2013 Pay Hearing (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (C) THROUGH (F) BELOW REQUIRE ONLY THE APPROVAL OF THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION:

EXHIBIT C: Job Title Changes to the Pay Plan since the October 2, 2013 Pay Hearing (see attached).

EXHIBIT D: Job Specification Changes to the Pay Plan since the October 2, 2013 Pay Hearing (see attached).

EXHIBIT E: Jobs Abolished from the Pay Plan since the October 2, 2013 Pay Hearing (see attached).

EXHIBIT F: Miscellaneous Changes to the Pay Plan since the October 2, 2013 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 March 28, 2014. 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, SCS Chief of Compensation, at 225-342-8083 or Christopher.Deer@la.gov.

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/Byron P. Decoteau, Jr.
Deputy 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 OCTOBER 2, 2013 PAY HEARING

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
173220	Housing Specialist 1	AS	607
173230	Housing Specialist 2	AS	608
173240	Housing Specialist 3	AS	610
173280	Housing Specialist 4	AS	611
173300	Election Machine Mechanic	WS	209

EXHIBIT B: JOB PAY GRADE CHANGES PROPOSED TO THE PAY PLAN SINCE THE OCTOBER 2, 2013 PAY HEARING

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
169420	Housing Manager 1	AS	610	AS	613
169430	Housing Manager 2	AS	612	AS	615
169440	Housing Manager 3	AS	614	AS	617
106070	Housing Area Manager	AS	617	AS	619

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

EXHIBIT C: JOB TITLE CHANGES TO THE PAY PLAN SINCE THE OCTOBER 2, 2013 PAY HEARING

JOB CODE	FROM JOB TITLE	TO JOB TITLE
169420	Housing Manager 1	Housing Supervisor
169430	Housing Manager 2	Housing Manager A
169440	Housing Manager 3	Housing Manager B
106070	Housing Area Manager	Housing Administrator

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES
SINCE THE OCTOBER 2, 2013 PAY HEARING**

JOB CODE	JOB TITLE
169420	Housing Manager 1
169430	Housing Manager 2
169440	Housing Manager 3
106070	Housing Area Manager
129000	Housing Inspector 1
129010	Housing Inspector 2

**EXHIBIT E: JOBS ABOLISHED FROM THE PAY PLAN
SINCE THE OCTOBER 2, 2013 PAY HEARING**

JOB CODE	JOB TITLE
169460	Housing Tenant Certification Coordinator
106080	Housing Assistant Manager
169390	Housing Client Services Coordinator
169400	Housing Client Services Specialist
169410	Housing Client Services Supervisor

**EXHIBIT F: MISCELLANEOUS PAY PLAN CHANGES
SINCE THE OCTOBER 2, 2013 PAY HEARING**

JOB CODE	JOB TITLE	FROM SUPV GROUP	TO SUPV GROUP
169430	Housing Manager 2	01	02
169440	Housing Manager 3	01	02
106070	Housing Area Manager	01	03