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GENERAL CIRCULAR NUMBER 2014-014

DATE: May 22, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of June 4, 2014 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, June 4, 2014, to consider proposed changes to the Classification and Pay Plan. The hearing will be held at 9 a.m. 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 April 2, 2014 Pay Hearing (see attached).

EXHIBIT B: Job Pay Grade Changes Proposed for Addition to the Pay Plan since the April 2, 2014 Pay Hearing (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (C) THROUGH (E) 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 April 2, 2014 Pay Hearing (see attached).

EXHIBIT D: Job Specification Changes to the Pay Plan since the April 2, 2014 Pay Hearing (see attached).

EXHIBIT E: Jobs to be Abolished from the Pay Plan since the April 2, 2014 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 May 30, 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 (chris.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. 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 APRIL 2, 2014 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
173310	Law Enforcement Training Coordinator	AS	612
173320	Law Enforcement Training Consultant 1	AS	614
173330	Law Enforcement Training Consultant 2	AS	616
173340	Law Enforcement Training Consultant 3	AS	617
173350	Law Enforcement Training Consultant Supervisor	AS	619
173360	Law Enforcement Training Consultant Manager	AS	621

**EXHIBIT B: JOB PAY GRADE CHANGES PROPOSED TO THE PAY PLAN
SINCE THE APRIL 2, 2014 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
125460	Criminal Justice Deputy Director	AS	621	AS	623

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

**EXHIBIT C: JOB TITLE CHANGES TO THE PAY PLAN
SINCE THE APRIL 2, 2014 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
125460	Criminal Justice Deputy Director	Criminal Justice Assistant Director

**EXHIBIT D: JOB SPECIFICATION CHANGES
SINCE THE APRIL 2, 2014 PAY HEARING**

JOB CODE	JOB TITLE
125460	Criminal Justice Deputy Director

**EXHIBIT E: JOBS ABOLISHED FROM THE PAY PLAN
SINCE THE APRIL 2, 2014 PAY HEARING**

JOB CODE	JOB TITLE
133540	DOTD Weights and Standards Administrator
120160	Bridge and Marine Administrator
120170	Bridge and Marine Assistant Administrator
148770	Fire Safety Maintenance Mechanic
128900	Food Service Equipment Repairer
103500	Port Heavy Crane Operator