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GENERAL CIRCULAR NUMBER 2014-022

DATE: August 4, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Changes to the Pay Plan

Please be advised that changes have been made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2014-005](#) and [General Circular No. 2014-014](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearings on April 2, 2014 and June 4, 2014. Also, where necessary, the Governor has granted approval. For an outline of these changes, please refer to the attachments below.

EFFECTIVE DATE OF CHANGES: August 13, 2014

All necessary actions resulting from these changes should be completed within 90 days of the effective date. In addition, any related agency pay policies 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 Chris Deer, Compensation Division Administrator, at (225) 342-8083.

Sincerely,

s/Shannon S. Templett
Director

JOBS ADDED TO THE PAY PLAN

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
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

JOB PAY GRADE CHANGES TO THE PAY PLAN

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
125460	Criminal Justice Deputy Director	AS	621	AS	623

JOB SPECIFICATION CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE
125460	Criminal Justice Deputy Director
169420	Housing Manager 1
169430	Housing Manager 2
169440	Housing Manager 3
106070	Housing Area Manager
129000	Housing Inspector 1
129010	Housing Inspector 2

JOB TITLE CHANGES TO THE PAY PLAN

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
125460	Criminal Justice Deputy Director	Criminal Justice Assistant Director

JOB TITLES ABOLISHED FROM THE PAY PLAN

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

MISCELLANEOUS CHANGES TO THE PAY PLAN

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