



Post Office Box 94111  
Baton Rouge, LA 70804-9111

[www.civilservice.la.gov](http://www.civilservice.la.gov)

**SHANNON S. TEMPLET, DIRECTOR**

Phone: 225-342-8274

Fax: 225-342-8058

TDD: 800-846-5277

Toll Free: 866-783-5462

This public document was published at a total cost of \$.32. Two copies of this public document were published in this 1<sup>st</sup> printing at a cost of \$.64 each. The total cost of all printings of this document including reprints is \$.64. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

## GENERAL CIRCULAR NUMBER 2014-023

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**DATE:** August 22, 2014

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Announcement of September 3, 2014 Pay Hearing

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The State Civil Service Commission will hold a public hearing on Wednesday, September 3, 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 ([see attached](#)).

**EXHIBIT B:** Job Pay Grade Changes Proposed to the Pay Plan ([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:** Proposed Job Title Changes to the Pay Plan (see attached).

**EXHIBIT D:** Proposed Job Specification Changes to the Pay Plan (see attached).

**EXHIBIT E:** Jobs Proposed for Abolishment from the Pay Plan (see attached).

**EXHIBIT F:** Miscellaneous Changes to the Pay Plan (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 August 29, 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](mailto: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**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>PAY SCHED</b>	<b>PAY LEVEL</b>
173370	District Sign Specialist Leader	WS	214
173380	Archives Manager	AS	619

**EXHIBIT B: JOB PAY GRADE CHANGES PROPOSED TO THE PAY PLAN**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>FROM SCHED</b>	<b>FROM LEVEL</b>	<b>TO SCHED</b>	<b>TO LEVEL</b>
166720	Election Program Specialist A	AS	611	AS	612
165300	Commercial Specialist 1	AS	611	AS	612
165310	Commercial Specialist 2	AS	612	AS	613
166410	Commercial Specialist 3	AS	613	AS	615
152560	Commercial Supervisor	AS	615	AS	617
171740	Commercial Assistant Administrator	AS	620	AS	621
119590	Commercial Administrator	AS	622	AS	623
167730	Archives Specialist 1	AS	611	AS	612

**Exhibits requiring approval of only the State Civil Service Commission prior to implementation:****EXHIBIT C: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN**

<b>JOB CODE</b>	<b>FROM JOB TITLE</b>	<b>TO JOB TITLE</b>
165300	Commercial Specialist 1	Commercial Specialist A
165310	Commercial Specialist 2	Commercial Specialist B
166410	Commercial Specialist 3	Commercial Specialist C
119580	Commercial Manager 2	Commercial Manager
167730	Archives Specialist 1	Archives Specialist A
167740	Archives Specialist 2	Archives Specialist B
167750	Archives Specialist 3	Archives Specialist C
167760	Archives Specialist 4	Archives Supervisor

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN**

<b>JOB CODE</b>	<b>JOB TITLE</b>
151980	District Sign Specialist 1
151990	District Sign Specialist 2
166720	Election Program Specialist A
119720	Election Program Specialist B
172200	Election Program Specialist C
152230	Election Program Supervisor
148040	Election Program Manager
119740	Election Program Administrator
165300	Commercial Specialist 1
165310	Commercial Specialist 2
166410	Commercial Specialist 3
152560	Commercial Supervisor
119580	Commercial Manager 2
171740	Commercial Assistant Administrator
119590	Commercial Administrator
167730	Archives Specialist 1
167740	Archives Specialist 2
167750	Archives Specialist 3
167760	Archives Specialist 4

**EXHIBIT E: JOBS PROPOSED FOR ABOLISHMENT FROM THE PAY PLAN**

<b>JOB CODE</b>	<b>JOB TITLE</b>
167770	Archives Specialist 5
167780	Archives Specialist 6
152530	Commercial Manager 1

**EXHIBIT F: MISCELLANEOUS CHANGES TO THE PAY PLAN**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>FROM EEO CODE</b>	<b>TO EEO CODE</b>
119580	Commercial Manager 2	OA	PR