



Post Office Box 94111
Baton Rouge, LA 70804-9111

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

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GENERAL CIRCULAR NUMBER 2014-029

DATE: October 14, 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. 2014-023. These changes were considered and approved by the State Civil Service Commission at the public pay hearing on September 3, 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: October 21, 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
173370	District Sign Specialist Leader	WS	214
173380	Archives Manager	AS	619

JOB PAY GRADE CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
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

JOB TITLE CHANGES TO THE PAY PLAN

JOB CODE	FROM JOB TITLE	TO JOB TITLE
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

JOB CODE	FROM JOB TITLE	TO JOB TITLE
167750	Archives Specialist 3	Archives Specialist C
167760	Archives Specialist 4	Archives Supervisor

JOB SPECIFICATION CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE
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 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

JOB TITLES ABOLISHED FROM THE PAY PLAN

JOB CODE	JOB TITLE
167770	Archives Specialist 5
167780	Archives Specialist 6
152530	Commercial Manager 1

MISCELLANEOUS CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE	FROM EEO CODE	TO EEO CODE
119580	Commercial Manager 2	OA	PR