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GENERAL CIRCULAR NUMBER 2015-006

DATE: March 18, 2015

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of April 1, 2015 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, April 1, 2015, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9:00 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), (B), and (C) BELOW REQUIRE APPROVAL FROM THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION.

EXHIBIT A: Proposed Job Title Changes to the Pay Plan (see attached).

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

EXHIBIT C: Miscellaneous Changes to the Pay Plan (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (D) AND (E) REQUIRE RATIFICATION OF ONLY THE STATE CIVIL SERVICE COMMISSION AFTER ITERIM APPROVAL WAS GIVEN BY THE STATE CIVIL SERVICE DIRECTOR PRIOR TO IMPLEMENTATION:

EXHIBIT D: Job Title Changes to the Pay Plan (see attached).

EXHIBIT E: Job Specification 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 March 25, 2015. 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 of only the State Civil Service Commission prior to implementation:

EXHIBIT A: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN

JOB CODE	FROM JOB TITLE	TO JOB TITLE
103360	Mobile Equipment Maintenance Mechanic	Mechanic 1
103390	Mobile Equipment Overhaul Mechanic	Mechanic 2
103370	Mobile Equipment Master Mechanic	Mechanic 3
103380	Mobile Equipment Master Mechanic Leader	Mechanic 4
103400	Mobile Equipment Shop Foreman	Mechanic Supervisor A
103410	Mobile Equipment Shop Superintendent	Mechanic Supervisor B
103420	Mobile Equipment Body Repairer	Mechanic – Body Repairer 1
103430	Mobile Equipment Body Repairer Master	Mechanic – Body Repairer 2

EXHIBIT B: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE
103360	Mobile Equipment Maintenance Mechanic
103390	Mobile Equipment Overhaul Mechanic
103370	Mobile Equipment Master Mechanic
103380	Mobile Equipment Master Mechanic Leader
103400	Mobile Equipment Shop Foreman
103410	Mobile Equipment Shop Superintendent
103420	Mobile Equipment Body Repairer
103430	Mobile Equipment Body Repairer Master
128810	Equipment Superintendent

EXHIBIT C: MISCELLANEOUS CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE	FROM EEO CODE	TO EEO CODE
131650	Agriculture/Forestry Enforcement Officer 1	PS	PR
131660	Agriculture/Forestry Enforcement Officer 2	PS	PR
128810	Equipment Superintendent	TE	SC

**Exhibits requiring ratification of only the State Civil Service Commission with SCS
Director interim approval given for implementation:**

EXHIBIT D: JOB TITLE CHANGES TO THE PAY PLAN

JOB CODE	FROM JOB TITLE	TO JOB TITLE
170780	Civil Service Executive Management Officer	Civil Service Deputy Director

EXHIBIT E: JOB SPECIFICATION CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE
145170	Correction Assistant Warden 1
145180	Correction Assistant Warden 2
156620	Correction Assistant Warden 3
161450	Correction Assistant Warden 4
161710	Correction Deputy Warden 2
161720	Correction Deputy Warden 3
161620	Correction Deputy Warden 4
161630	Correction Deputy Warden 5
161670	Correction Warden 2
161680	Correction Warden 3
161610	Correction Warden 4
161690	Correction Warden 5