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GENERAL CIRCULAR NUMBER 2015-010

DATE: April 17, 2015
TO: Heads of State Agencies and Human Resources Directors
SUBJECT: 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. 2015-006. These changes were considered and approved or ratified by the State Civil Service Commission at the public pay hearing on April 1, 2015. For an outline of these changes, please refer to the attachments below.

EFFECTIVE DATE OF CHANGES: April 21, 2015 – unless otherwise noted.

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

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

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

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

**JOB TITLE CHANGES TO THE PAY PLAN
EFFECTIVE OCTOBER 21, 2014**

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

**JOB SPECIFICATION CHANGES TO THE PAY PLAN
EFFECTIVE SEPTEMBER 17, 2014**

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