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This public document was published at a total cost of \$.31. Two copies of this public document were published in this 1<sup>st</sup> printing at a cost of \$.62 each. The total cost of all printings of this document including reprints is \$.62. 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 2015-011

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**DATE:** April 23, 2015  
**TO:** Heads of State Agencies and Human Resources Directors  
**SUBJECT:** Announcement of May 6, 2015 Pay Hearing

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The State Civil Service Commission will hold a public hearing on Wednesday, May 6, 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 EXHIBIT (A) BELOW REQUIRES APPROVAL FROM BOTH THE STATE CIVIL SERVICE COMMISSION AND 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](#)).

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (B) AND (C) REQUIRE APPROVAL OF ONLY THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION.**

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

**EXHIBIT C:** Jobs Proposed for Abolishment from the Pay Plan ([see attached](#)).

Further supplements adding items to these exhibits may be issued at the Commission Hearing.

On March 18, 2015, Agency 160 reviews outlining the proposed job titles were published for agency comment. After State Civil Service received and reviewed the Agency 160 comments, minor changes were made and are highlighted below:

- Functions of Work Clarified
- Business Analytics Specialist Minimum Qualification Change
- Job Distinctions Added for Some Job Titles
- Examples of Work Added
- Title Change from Statewide Program Administrator to Statewide Program Manager 2
- Title Change from Statewide Program Manager to Statewide Program Manager 1

The revised, proposed job specifications have been updated on the SCS Website under HRinfo Sign In – Compensation – Job Study Information.

**Please review this proposal and furnish us any comments that you consider pertinent by close of business April 30, 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](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>
173440	Executive Management Advisor	AS	623
173450	Executive Management Officer	AS	618
173480	Business Analytics Specialist	AS	620
173460	Statewide Program Manager 1	AS	622
173470	Statewide Program Manager 2	AS	624

**Exhibits requiring approval of only the State Civil Service Commission prior to implementation:**

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

<b>JOB CODE</b>	<b>JOB TITLE</b>
119760	Executive Staff Officer

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

<b>JOB CODE</b>	<b>JOB TITLE</b>
161910	Executive Management Officer 1
161920	Executive Management Officer 2
168700	Executive Management Officer 3