



Louisiana  
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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 2015-026

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**DATE: July 1, 2015**

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

**SUBJECT: Announcement of July 15, 2015 Pay Hearing**

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The State Civil Service Commission will hold a public hearing on Wednesday, July 15, 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:** Job Pay Grade Change Proposed to the Pay Plan (see attached).

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (B) REQUIRES APPROVAL OF ONLY THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION.**

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

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

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

**EXHIBIT D:** 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 July 9, 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: 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>
164460	Library Specialist 1	AS	606	AS	607
164470	Library Specialist 2	AS	608	AS	609
164480	Library Specialist 3	AS	610	AS	611

**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>
164460	Library Specialist 1
164470	Library Specialist 2
164480	Library Specialist 3
164490	Library Specialist Supervisor

**Exhibits requiring ratification of only the State Civil Service Commission with SCS Director interim approval given for implementation:****EXHIBIT C: JOB TITLE CHANGES TO THE PAY PLAN**

<b>JOB CODE</b>	<b>FROM JOB TITLE</b>	<b>TO JOB TITLE</b>
126210	State Contracts/Grants Administrator	State Procurement Deputy Director

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

<b>JOB CODE</b>	<b>JOB TITLE</b>
126210	State Contracts/Grants Administrator