



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, NOVEMBER 1, 2023
9:00 A.M.

BYRON P. DECOTEAU, JR.
DIRECTOR

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA



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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:03 a.m. on Wednesday, November 1, 2023. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, John McLure, Craig Netterville, Codi Neyland and Jo Ann Nixon.

- Opportunity for Public Comment (No Attachment)
No requests received from the public to address the commission.
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On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) Consideration of the **Minutes** of the Commission meeting held October 4, 2023. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2023-057)
The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there was none.

On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposals for Exhibits A and B, being contingent upon the Governor's approval and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval; and unanimously approved Exhibits C, D, and E, and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval of Exhibits A and B.

- 3) Request of the **Division of Administrative Law** to establish an Attainment of Advanced Degree Policy in accordance with State Civil Service Rule 6.16(h), effective November 1, 2023. **The Commission unanimously granted the request.**
- 4) Request of the **Department of Treasury** to extend authority to exempt from the classified service one (1) Director in accordance with State Civil Service Rule 4.1(d)2, effective December 4, 2023 through December 3, 2027. **The Commission unanimously granted the request, as recommended by State Civil Service, effective December 4, 2023 through April 3, 2024.**

- 5) Request of the **Greater Baton Rouge Port Commission** to extend authority to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2023 through November 30, 2027. **The Commission unanimously granted the request.**
- 6) Request of the **Louisiana State Board of Medical Examiners** to extend authority to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective December 4, 2023 through December 3, 2027. **The Commission unanimously granted the request.**
- 7) Request of the **Teachers' Retirement System of Louisiana** to exempt from the classified service, one (1) Manager position in accordance with State Civil Service Rule 4.1(d)2, effective November 1, 2023 through September 6, 2026. **The Commission unanimously granted the request.**
- 8) Request of the **St. Martinville Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective November 1, 2023. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Environmental Quality** to establish a Special Entrance Rate policy for Geologist job titles in accordance with State Civil Service Rule 6.5(b), effective November 1, 2023. **The Commission unanimously granted the request.**
- 10) Request of the **Teachers' Retirement System of Louisiana** to amend a Special Entrance Rate policy for IT Technical Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective November 1, 2023. **The Commission unanimously granted the request.**
- 11) Request of **State Civil Service** to ratify the Director's authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b). **The Commission ratified the Director's approval of 11 Special Entrance Rates between the period of September 22, 2023 through October 19, 2023.**
- 12) Report on State Civil Service Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, approved under the Director's delegated authority. **Director Decoteau provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director's delegated authority.**
- 13) Ratification of Revision to Rule 1.39.2(B)(4) pursuant to the Director's authority as defined in Civil Service Rule 3.1(t). **The Commission unanimously ratified the Director's authority to revise Rule 1.39.2(B)(4) pursuant to the Director's authority as defined in Rule 3.1(t).**
- 14) Presentation of the 2023 Annual Uniform Pay Plan Review. **Director Decoteau and Janelle Haynsworth, Compensation Program Manager, presented the [2023 Annual Uniform Pay Plan Review](#).**
- 15) Presentation by the Department of State Civil Service on the Hiring Framework project to replace pre-employment testing. **Jennifer Schuelke, Assistant Division Administrator for Talent Acquisition and Workforce Development, and Nicole Tucker, Chief Operating Officer, provided the Commission with an update on the SCS Hiring Framework.**
- 16) Request of the **Division of Administration, Office of Planning and Budget** to establish a Special Entrance Rate policy for State Budget Management job titles in accordance with State Civil Service Rule 6.5(b), effective November 1, 2023. **The Commission unanimously granted the request.**

- 17) Request of the **Division of Administration** to extend their overtime policy to pay all non-exempt and exempt employees at the time and one-half rate for emergency situations, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective December 4, 2023. **The Commission unanimously granted the request, as recommended by State Civil Service, effective December 4, 2023 through April 3, 2024. The agency will report on the use of this policy to the State Civil Service Commission at the conclusion of the policy's term.**
- Director's Report
 - **The [FY 2022-2023 State Civil Service Annual Report](#) is available on the State Civil Service website.**
 - **The Department plans to promulgate rules regarding the definition of a student worker for the December meeting, as well as rules that may be affected by the discontinuance of the Office Support Exam and Professional Level Exam.**
 - **Director Decoteau thanked Applications and Data Administrator Jason Chapman and his staff, as well as the Operations Division, for their work on verifying the accuracy of 2023 Market Adjustments. Their review found that 94% of the market adjustments were correct; the remainder are being corrected.**
 - **Consideration of a motion to *recess / adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters. (All Commissioners to verbally vote.) *On motion duly made, seconded, and unanimously passed, the commission agreed to adjourn for executive session to consider review of Civil Service Appeals and Personnel Matters.***

There being no further business, the meeting adjourned at 10:59 a.m. on November 1, 2023.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman