



AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, APRIL 3, 2024
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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<https://www.youtube.com/watch?v=VU6AA6Bv28c>

- Roll Call
 - Opportunity for Public Comment (No Attachment)
- 1) Consideration of the **Minutes** of the Commission meeting held March 7, 2024.
 - 2) Request for Commission approval of **Suspension Pending Criminal Proceedings of Kelvin Seaberry** by LDH-Office of Behavioral Health-Eastern Louisiana Mental Health System.
 - 3) Request for Commission approval of **Suspension Pending Criminal Proceedings of Justin Whitstine** by LDH-Office of Behavioral Health-Eastern Louisiana Mental Health System.
 - 4) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2024-006)
 - 5) Request of the **Department of Energy and Natural Resources**, to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective April 3, 2024 through April 2, 2028.
 - 6) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of Motor Vehicles**, to extend authority to exempt from the classified service two (2) Public Affairs Officer positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028.
 - 7) Request of the **Division of Administration** to extend authority to exempt from the classified service, one (1) Administrator position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028.
 - 8) Request of the **Louisiana Department of Children and Family Services** to exempt from the classified service, one Legislative Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective April 3, 2024 through March 10, 2025.
 - 9) Request of the **Louisiana Department of Children and Family Services** to extend authority to exempt from the classified service, two Special Project Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028.

- 10) Request of the **Louisiana Department of Health, Medical Vendor Administration**, to exempt from the classified service, one (1) Chief Operating Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 3, 2024 through March 3, 2028.
- 11) Request of the **Louisiana Department of Health, Office of the Secretary**, to extend authority to exempt from the classified service, one (1) Chief of Staff position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028.
- 12) Request of the **Louisiana Department of Health, Office of the Secretary** to exempt from the classified service, one (1) Deputy Chief of Staff position, in accordance with State Civil Service Rule 4.1(d)2, effective April 3, 2024 through April 2, 2028.
- 13) Request of the **Louisiana Department of Revenue** to extend authority to exempt from the classified service, one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028.
- 14) Request of the **Office of the State Public Defender** to exempt from the classified service seven (7) positions, in accordance with State Civil Service Rule 4.1(d)2, effective March 20, 2024.
- 15) Request of the **Office of Juvenile Justice** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective April 3, 2024.
- 16) Request of the **Louisiana Department of Health, Office of Public Health**, to establish a Dual Career Ladder policy for the Engineer 6-DCL job title, in accordance with State Civil Service Rule 5.9, effective April 3, 2024.
- 17) Request of the **Capital Area Groundwater Conservation District** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective April 3, 2024.
- 18) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of State Police**, to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective April 3, 2024.
- 19) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of State Police** to establish a Premium Pay policy for DPS Police and Criminal Investigator job titles in accordance with State Civil Service Rule 6.16(a), effective April 3, 2024.
- 20) 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 April 4, 2024.
- 21) Request of the **Lafourche Basin Levee District** in accordance with State Civil Service Rule 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 3, 2024 through December 31, 2024.
- 22) Request of the **Division of Administration, Mental Health Advocacy Service (MHAS)** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow Tiffney Johnson, classified WAE Administrative Assistant 3 to work up to 2,080 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective April 3, 2024.

- 23) Request of the **Office of Juvenile Justice** to establish a Special Entrance Rate policy for the Corrections Juvenile Food Production Worker, Corrections Juvenile Food Production Supervisor, and Corrections Food Manager 1 job titles in accordance with State Civil Service Rule 6.5(b), effective April 3, 2024.
 - 24) Request of the **Department of the Treasury** to establish a Special Entrance Rate policy for State Treasury Fiscal Control Analyst job titles in accordance with State Civil Service Rule 6.5(b), effective April 3, 2024.
 - 25) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director.
 - 26) 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).
 - 27) 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's Report
 - 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.)

State Civil Service recommends a representative of your agency be at the meeting to answer any questions the Commission may have regarding your agenda item(s). For individuals wishing to publicly address the Commission, you are asked to sign-up at the beginning of the meeting or contact Jennifer Roche at jennifer.roche@la.gov or 225-342-8272.