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GENERAL CIRCULAR NUMBER 2024-006

DATE: March 6, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of April 3, 2024 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, April 3, 2024, 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 EXHIBITS (A) AND (B) BELOW REQUIRE 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: Proposed New Jobs for Addition to the Pay Plan (see attached).

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

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (C), (D), (E), AND (F) BELOW REQUIRE APPROVAL FROM ONLY THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION.

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

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

EXHIBIT E: Proposed Miscellaneous Changes to the Pay Plan (see attached).

EXHIBIT F: Proposed Jobs to be Abolished from 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 with any comments that you consider pertinent by close of business on April 1, 2024.

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. You may direct any comments regarding this proposal to State Civil Service by emailing SCSInfo@la.gov or by calling 225-342-8272.

Please post this General Circular prominently so that all employees will receive notice of this hearing. If any special accommodations are needed, please notify State Civil Service prior to this meeting.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director

Exhibits requiring approval from both the State Civil Service Commission and the Governor prior to implementation:

**EXHIBIT A: PROPOSED NEW JOBS FOR ADDITION TO THE PAY PLAN
SINCE THE PAY HEARING ON DECEMBER 6, 2023**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176430	PUBLIC LANDS SPECIALIST	AS	617	D1
176440	PUBLIC LANDS ABTRACTOR	AS	619	D1
176450	PUBLIC LANDS MANAGER 1	AS	620	D1
176460	PUBLIC LANDS MANAGER 2	AS	622	D1

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON DECEMBER 6, 2023**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
122080	PUBLIC LANDS ANALYST 1	AS	611	AS	612
122100	PUBLIC LANDS ANALYST 2	AS	612	AS	613
122110	PUBLIC LANDS ANALYST 3	AS	614	AS	615
162010	PUBLIC LANDS ANALYST SUPERVISOR ¹	AS	616	AS	619
120320	PUBLIC LANDS ADMINISTRATOR	AS	623	AS	624

¹ – Proposed job title change; see Exhibit C.

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

**EXHIBIT C: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON DECEMBER 6, 2023**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
162010	PUBLIC LANDS ANALYST SUPERVISOR	PUBLIC LANDS SUPERVISOR

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON DECEMBER 6, 2023**

JOB CODE	JOB TITLE
122080	PUBLIC LANDS ANALYST 1
122100	PUBLIC LANDS ANALYST 2
122110	PUBLIC LANDS ANALYST 3
162010	PUBLIC LANDS ANALYST SUPERVISOR ¹
120320	PUBLIC LANDS ADMINISTRATOR

¹ – Proposed job title change; see Exhibit C.

**EXHIBIT E: PROPOSED MISCELLANEOUS CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON DECEMBER 6, 2023**

JOB CODE	JOB TITLE	FROM	TO
122080	PUBLIC LANDS ANALYST 1	OCC GRP: A1	OCC GRP: D1
122100	PUBLIC LANDS ANALYST 2	OCC GRP: A1	OCC GRP: D1
122110	PUBLIC LANDS ANALYST 3	OCC GRP: A1	OCC GRP: D1
162010	PUBLIC LANDS ANALYST SUPERVISOR ¹	OCC GRP: A1	OCC GRP: D1
120320	PUBLIC LANDS ADMINISTRATOR	OCC GRP: C2	OCC GRP: D1

¹ – Proposed job title change; see Exhibit C.

**EXHIBIT F: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN
SINCE THE PAY HEARING ON DECEMBER 6, 2023**

JOB CODE	JOB TITLE
167520	PUBLIC LANDS FIELD OFFICER 1
167530	PUBLIC LANDS FIELD OFFICER 2
102420	PUBLIC LANDS RECORDS MANAGER
167530	PUBLIC LANDS UTILIZATION MANAGER