



Byron P. Decoteau, Jr., Director

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GENERAL CIRCULAR NUMBER 2024-009

DATE: April 4, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of May 1, 2024 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, May 1, 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 Job 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).

Please review this proposal and furnish us with any comments that you consider pertinent by close of business on April 29, 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 JOB FOR ADDITION TO THE PAY PLAN
SINCE THE PAY HEARING ON APRIL 3, 2024**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176470	TOURISM ASSISTANT DIRECTOR	AS	616	D2

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON APRIL 3, 2024**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
110690	TOURISM INFORMATION COUNSELOR 1	AS	606	AS	607
110700	TOURISM INFORMATION COUNSELOR 2	AS	607	AS	609
110720	TOURISM INFORMATION COUNSELOR 3	AS	608	AS	611
165850	TOURISM SUPERVISOR ¹	AS	610	AS	614

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 APRIL 3, 2024**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
165850	TOURISM SUPERVISOR	TOURISM MANAGER
150900	TOURISM PROGRAM DIRECTOR	TOURISM DIRECTOR

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON APRIL 3, 2024**

JOB CODE	JOB TITLE
110690	TOURISM INFORMATION COUNSELOR 1
110700	TOURISM INFORMATION COUNSELOR 2
110720	TOURISM INFORMATION COUNSELOR 3
165850	TOURISM SUPERVISOR ¹
150900	TOURISM PROGRAM DIRECTOR ¹

¹ – Proposed job title change; see Exhibit C.

**EXHIBIT E: PROPOSED MISCELLANEOUS CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON APRIL 3, 2024**

JOB CODE	JOB TITLE	FROM	TO
110690	TOURISM INFORMATION COUNSELOR 1	EEO CODE: TE	EEO CODE: PA
110700	TOURISM INFORMATION COUNSELOR 2	EEO CODE: TE	EEO CODE: PA
110720	TOURISM INFORMATION COUNSELOR 3	EEO CODE: TE	EEO CODE: PA
165850	TOURISM SUPERVISOR ¹	EEO CODE: TE	EEO CODE: PR
150900	TOURISM PROGRAM DIRECTOR ¹	CAREER FIELD: 4204	CAREER FIELD: 4211

¹ – Proposed job title change; see Exhibit C.

**EXHIBIT F: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN
SINCE THE PAY HEARING ON APRIL 3, 2024**

JOB CODE	JOB TITLE
154910	TOURISM INFORMATION ASSISTANT REGIONAL COORDINATOR
110730	TOURISM INFORMATION REGIONAL COORDINATOR