



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, DECEMBER 6, 2023  
9:00 A.M.

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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 9:15 a.m. on Wednesday, December 6, 2023. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candace Carter, John McLure, Craig Netterville and Jo Ann Nixon were present. Commissioner Codi Neyland was absent.

- 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 November 1, 2023. **The Commission unanimously approved the minutes as written.**
- 2) Request for Commission approval of **Suspension Pending Criminal Proceedings of Jason Malbrough** by Lafourche Basin Levee District. **The Commission unanimously granted the request of Lafourche Basin Levee District to suspend Jason Malbrough, without pay, pending criminal proceedings. In addition, the Commission approved to allow Mr. Malbrough to use the remaining balance of his annual leave.**
- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan, Exhibits A-B. (Details contained in General Circular No. 2023-060)
  - Public Comments  
**The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments. Jason Bates and Eric Dauphine, employees with the Louisiana Department of Transportation and Development, provided public comment. Director Decoteau shared public comments received by the Department.**

**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.**

- 4) **Public Hearing** to consider proposed changes to the Classification and Pay Plan, Exhibits C through G. (Details contained in General Circular No. 2023-060)
- Public Comments
- 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 C, D, E, and F, 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, also contained in General Circular No. 2023-060. Also, the Commission unanimously ratified Exhibit G.
- 5) **Public Hearing** to consider a proposed amendment to State Civil Service Rule 1.5.1. (Details contained in General Circular No. 2023-061)
- Public Comments
- Sherri Gregoire, General Counsel, presented the proposed amendment as published in General Circular No. 2023-061 and presented the following amendments:
- On line 7 after the; add the word “or”
  - On line 12 after criteria; add the word “or”
  - On line 16 after amended; add the word “or”
- On motion duly made, seconded and unanimously passed, and providing for public comments, to which there were none, the Commission adopted the amendments to the proposed rule as set forth in General Circular No. 2023-061 and presented on the floor.
- On motions duly made, seconded and unanimously passed, and providing for public comments, to which there were none, the Commission adopted the amendment to State Civil Service Rule 1.5.1.
- 6) **Public Hearing** to consider a proposed amendment to State Civil Service Rule 22.8 (Test Exemptions). (Details contained in General Circular No. 2023-062)
- Public Comments
- Sherri Gregoire, General Counsel, presented the proposed amendment to the Commission. After providing opportunity for public comments, to which there were none, on motion duly made, seconded and unanimously passed, the Commission unanimously adopted the amendment to State Civil Service Rule 22.8.
- 7) Request of the **Department of Culture, Recreation, and Tourism, Office of State Museums**, to extend authority to exempt from the classified service, one (1) Director position, per State Civil Service Rule 4.1(d)2, effective January 9, 2024 through January 8, 2028. **The Commission unanimously granted the request.**
- 8) Request of the **Department of Culture, Recreation, and Tourism, Office of Secretary**, to extend authority to exempt from the classified service, one (1) Special Project Coordinator position, per State Civil Service Rule 4.1(d)2, effective January 9, 2024 through January 8, 2028. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Public Safety, Office of State Fire Marshal**, to extend authority from the classified service, one (1) Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective March 5, 2024 through March 4, 2028. **The Commission unanimously granted the request.**
- 10) 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 January 9, 2024 through April 6, 2024. **The Commission unanimously granted the request.**

- 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 January 12, 2024 through April 6, 2024. **The Commission unanimously granted the request.**
- 12) 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 January 1, 2024 through April 6, 2024. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana Department of Health—Office of Aging and Adult Services** to extend the job appointment of Sabrina Fields, Housing Manager B, in accordance with State Civil Service Rule 23.5(a), effective January 6, 2024 through January 5, 2025. **The Commission unanimously granted the request.**
- 14) Request of the **Northeast Delta Human Services Authority** to extend the job appointment of Morgan Chemkhi, Licensed Practice Nurse-3, in accordance with State Civil Service Rule 23.5(a), effective November 2, 2023 through September 30, 2024. **The Commission unanimously granted the request.**
- 15) Request of the **Department of Transportation and Development** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 6, 2023. **The Commission unanimously granted the request.**
- 16) Request of the **Department of Transportation and Development** to establish an Attainment of Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective December 6, 2023. **The Commission unanimously granted the request.**
- 17) Request of **Grambling State University** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 6, 2023. **The Commission unanimously granted the request.**
- 18) Request of the **Louisiana State University-Shreveport** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 6, 2023. **The Commission unanimously granted the request.**
- 19) Request of **New Orleans Center for Creative Arts** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 8, 2023. **The Commission unanimously granted the request.**
- 20) Request of the **Department of Children and Family Services** to amend an Incentive Awards policy in accordance with State Civil Service Rule 6.16(d), effective January 1, 2024 through June 30, 2024. **The Commission unanimously granted the request.**
- 21) Request of the **Department of Children and Family Services** to compensate non-exempt and exempt Child Welfare employees at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective January 1, 2024 through June 30, 2024. **The Commission unanimously granted the request.**
- 22) Request of the **Department of Public Safety and Corrections, Corrections Services**, to amend an Overtime policy to compensate both exempt and non-exempt employees temporarily assigned to work in an Office of Juvenile Justice secure-care facility at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective January 1, 2024 through December 31, 2024. **The Commission unanimously granted the request.**

- 23) Request of the **Office of Juvenile Justice** to amend an Overtime policy to compensate non-exempt and exempt employees, assigned to work at an OJJ secure-care facility, at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective January 1, 2024 through December 31, 2024. **The Commission unanimously granted the request.**
- 24) Request of the **Department of Children and Family Services** to amend a Premium Pay policy, in accordance with State Civil Service Rule 6.16(a), effective January 1, 2024 through June 30, 2024. **The Commission unanimously granted the request.**
- 25) Request of the **Department of Public Safety and Corrections, Corrections Services** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective January 1, 2024. **The Commission unanimously granted the request.**
- 26) Request of the **Office of Juvenile Justice** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective January 1, 2024. **The Commission unanimously granted the request.**
- 27) Request of the **Department of Public Safety and Corrections, Corrections Services—Louisiana State Penitentiary**, to amend a Special Entrance Rate policy for Associate to a Psychologist and Professional Counselor job titles in accordance with State Civil Service Rule 6.5(b), effective December 6, 2023. **The Commission unanimously granted the request.**
- 28) Request of the **Louisiana Department of Revenue** to amend a Special Entrance Rate policy for Revenue Tax Auditor job titles in accordance with State Civil Service Rule 6.5(b), effective December 6, 2023. **The Commission unanimously granted the request.**
- 29) Request of the **Louisiana State University-Agriculture Center** for three Individual Pay Adjustments for Pamela Sapp, Henrietta Richardson and Emma Ramsey, Nutritional Educator 2 positions, in accordance with State Civil Service Rule 6.16(c), effective December 6, 2023. **Ashley Gautreaux, Assistant Vice President for Human Resource Management with the LSU Agriculture Center, provided comments in support of the request. The Commission unanimously denied the request.**
- 30) Compliance Audit Quarterly Report Presentation
  - Department of Public Safety and Corrections, Public Safety Services
  - Port of New Orleans
  - Department of Children and Family Services
  - Rayburn Correctional Center
  - Louisiana Department of Wildlife and Fisheries
  - Louisiana Board of Pharmacy
  - Department of Public Safety and Corrections, Corrections Services
  - Department of Agriculture and Forestry
  - Raymond Laborde Correctional Center
  - Department of Corrections-Prison Enterprises
  - Dixon Correctional Center
  - Department of Transportation and Development
  - Teachers' Retirement System of Louisiana

**Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. The Teachers' Retirement System of Louisiana was recognized for achieving a perfect compliance report.**

- 31) 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 three Special Entrance Rates between the period of October 20, 2023 through November 16, 2023.**
  - 32) 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.**
  - 33) Request of the **Office of Financial Institutions** for an Individual Pay Adjustment in the amount of \$304.00 biweekly for Demetriuss Wilson, Compliance Examiner 4, in accordance with State Civil Service Rule 6.16(c), effective December 6, 2023. **The Commission unanimously granted the request.**
- Director's Report
    - The Department will discontinue the use of the Professional Level Exam (PLE) and the Office Support Exam (OSE), effective January 1, 2024. The last day to take these tests is December 22, 2023. Please refer to [General Circular 2023-065](#) for more information.
    - The Department is pleased to announce the release of the [SCS Hiring Framework](#), an innovative, research-based suite of structured recruiting and hiring tools, designed to help agencies enhance the evaluation of an applicant's knowledge, skills, and abilities.
    - The [Parental Leave Rule](#) goes into effect January 1, 2024.
    - As part of the Department's responsibilities under La. R.S. 42:68, the Department of State Civil Service is required within sixty days after each election for governor to submit to the governor-elect a list of employees in the classified service who are eligible for and desire to apply for appointment to a position of management in the unclassified service. Interested applicants must submit an application to the Department of State Civil Service no later than December 8, 2023. Please refer to [General Circular Number 2023-058](#) for more information.
    - In reference to [State Civil Service Rule 22.2](#), the Department continues to monitor permanent appointments to any job at or above MS-524, AS-623, PS-120, WS-223, or TS-319 between the date of any statewide elected office (October 14, 2023) through Inauguration Day (January 8, 2024).
    - The Department looks forward to working with Governor Jeff Landry and the new administration. Director Decoteau expressed his appreciation to Commissioner of Administration Jay Dardenne, Deputy Commissioner of Administration Barbara Goodson, and Special Counsel Mark Falcon for their assistance and dedication throughout Governor Jon Bel Edwards' term.
    - Director Decoteau presented the Fiscal Year 2023 Annual Pay Reporting, [Fiscal Year 2022-23 Performance Evaluation System Report](#) and the [Fiscal Year 2022-23 Annual Report on Turnover Rates](#).
  - 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 Applications for Review of Civil Service Appeals and to discuss Personnel Matters.**

There being no further business, the meeting adjourned at 12:08 p.m. on December 6, 2023.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman