



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JANUARY 10, 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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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:11 a.m. on Wednesday, January 10, 2024. Present were Chairman David Duplantier and Commissioners Candes Carter, Craig Netterville, Codi Neyland and Jo Ann Nixon. Vice Chairman D. Scott Hughes and Commissioner John McLure were 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) **Election of Officers:** Chairman and Vice Chairman (No Attachment) **The Commission unanimously re-elected Commissioner David Duplantier to serve as Chairman and unanimously re-elected Commissioner D. Scott Hughes to serve as Vice Chairman.**
- 2) Consideration of the **Minutes** of the Commission meeting held December 6, 2023. **The Commission unanimously approved the minutes as written.**
- 3) Request of the **Department of Children and Family Services** to extend authority to exempt from the classified service one (1) Executive Director, one (1) Projector Advisor, and two (2) Special Project Officers, 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.**
- 4) 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 January 12, 2024 through April 6, 2024. **The Commission unanimously granted the request.**
- 5) Request of the **Department of Transportation and Development** to extend authority from the classified service one (1) Special Assistant, in accordance with State Civil Service Rule 4.1(d)2, effective January 11, 2024 through April 6, 2024. **The Commission unanimously granted the request.**

- 6) Request of the **Department of Transportation and Development** to extend authority from the classified service one (1) Special Projects Officer, in accordance with State Civil Service Rule 4.1(d)2, effective February 7, 2024 through April 6, 2024. **The Commission unanimously granted the request.**
 - 7) Request of the **Louisiana Department of Insurance** to extend authority to exempt from the classified service one (1) Deputy Commissioner position, in accordance with State Civil Service Rule 4.1(d)2, effective January 12, 2024 through January 11, 2028. **The Commission unanimously granted the request.**
 - 8) Request of the **Louisiana Educational Television Authority, Louisiana Public Broadcasting**, to extend authority to exempt from the classified service one (1) Project Coordinator position, in accordance with State Civil Service Rule 4.1(d)2, effective January 8, 2024 through January 7, 2028. **The Commission unanimously granted the request.**
 - 9) Request of the **Louisiana Secretary of State, Department of State** to extend authority from the classified service one (1) Assistant Director, one (1) Deputy Commissioner, one (1) Executive Officer, and one (1) Liaison Officer, in accordance with State Civil Service Rule 4.1(d)2, with an expiration date of January 11, 2028. **The Commission unanimously granted the request.**
 - 10) Request of the **Louisiana Workforce Commission** to extend authority to exempt from the classified service one (1) Director of Medical Services position, in accordance with State Civil Service Rule 4.1(d)2, effective January 9, 2024 through January 8, 2028. **The Commission unanimously granted the request.**
 - 11) Request of the **Office of Financial Institutions** to establish an Attainment of Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective January 10, 2024. **The Commission unanimously granted the request.**
 - 12) Request of the **Louisiana Department of Health, Office of Secretary** to amend a Premium Pay policy for Custodian job titles in accordance with State Civil Service Rule 6.16(a), effective June 26, 2023. **The Commission unanimously granted the request.**
 - 13) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director. **Director Decoteau informed the commission that 52 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between September 27, 2023 through December 27, 2023.**
 - 14) 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 November 17, 2023 through December 22, 2023.**
 - 15) 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.**
 - 16) Request of **Louisiana State University A&M College** to establish a Special Entrance Rate policy for Custodian job titles in accordance with State Civil Service Rule 6.5(b), effective January 10, 2024. **The Commission unanimously granted the request.**
- Director's Report
 - **Governor John Bel Edwards approved the pay plan changes submitted as a result of Commission meetings on November 1, 2023, and December 6, 2023. More information can be found in [General](#)**

[Circular Number 2023-066](#), [General Circular Number 2023-069](#), and [General Circular Number 2023-070](#).

- The [SCS Hiring Framework](#) has been implemented. The Professional Level Exam and Office Support Exam are no longer required.
 - The Department would like to move forward with rule promulgations to clean up our rules regarding testing exemptions (Chapter 22), as well as updating our rules regarding what a classified state employee can claim for discrimination, as a result of the [Sumrall](#) decision.
 - Director Decoteau recognized Brent Frederick, Appeals Referee and Julie Ryan, Testing Division Administrator, who will receive the Dunbar Award at a ceremony in New Orleans on January 19, 2024.
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- 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 personnel and other matters.**

There being no further business, the meeting adjourned at 9:41 a.m. on January 10, 2024.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman