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GENERAL CIRCULAR NUMBER 2024-013

DATE: May 1, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in Exhibits A through F of [General Circular No. 2024-009](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on April 3, 2024. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: MAY 13, 2024

The changes outlined in the attached instructions are a result of a job assessment as completed by State Civil Service. The official job specifications for the affected jobs will be available on the State Civil Service [Job Information and Test Finder](#) by the close of business on the effective date. If job corrections are required by SCS, position descriptions for affected positions shall be submitted to SCS as soon as possible and no later than 90 days following the effective date. All position descriptions received within the 90-day implementation period shall have an effective date of May 13, 2024. Pay for employees subject to job correction shall be in accordance with State Civil Service Rule 6.8.1, Pay Upon Job Correction.

Human Resources professionals at state agencies should carefully review the attached instructions to determine what actions are necessary to implement these changes relative to personnel and positions for their agency. Please note that any pending personnel actions are to be completed prior to the effective date for positions that will be affected by these changes. In addition, active eligible lists will no longer be valid after the effective date for positions that will be job corrected to a different job title. Agencies should take the necessary hire actions prior to the effective date of these changes or be subject to reposting the vacancy. Employees on detail to special duty to or from positions that are affected by these changes shall be returned from detail for their detail pay to be recalculated as needed.

If there are any questions concerning the subject matter of this General Circular, you may contact State Civil Service by emailing SCSInfo@la.gov or by calling (225) 342-8272.

Sincerely,

s/Byron P. Decoteau, Jr.
SCS Director

**IMPLEMENTATION INSTRUCTIONS
FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARING ON
APRIL 3, 2024**

Please review the following information to determine the applicable instructions for your agency. Significant duty changes should not be present when submitting a position description for job correction. If significant duty changes are required at the time of implementation, it will be necessary to consult with SCS prior to submission. Agencies shall ensure that all appropriate changes for personnel and positions are entered in the applicable HR system such as LaGov-HCM, etc. Employees with a rate of pay below the minimum of their pay grade on the effective date shall be increased to the minimum in accordance with SCS Rule 6.8.1.

NEW JOBS FOR ADDITION TO THE PAY PLAN

Implementation Instructions for New Jobs:

New Job Concept That Previously Did Not Exist – Position descriptions may be submitted to establish new positions if there is a new job concept that previously did not exist at the agency. The new position will be established as effective on the date assigned to the SCS consultant.

New Job Title to Encompass Existing Job Function – Existing classified positions that perform duties that align with these job functions, but are currently allocated to a different job title, are required to be submitted to SCS for job correction. These positions shall be subject to job correction even after the 90-day implementation period.

New Level in a Career Progression Group – If the new job title will result in a change in the existing position’s career progression group, i.e. a new level that previously did not exist, the position is required to be submitted to SCS for job correction. SCS will job correct the position to the highest level in the CPG that the duties support. The agency can then reallocate, at their discretion, in accordance with their revised CPG criteria for the position.

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

JOB PAY GRADE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Pay Grade Changes:

Existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, job titles noted with a superscript are still required to be submitted for job correction due to the approved job title change for the job code.

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

¹ – The job title change for this job is approved; see Job Title Changes to the Pay Plan.

JOB TITLE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Title Changes:

Existing classified positions currently allocated to these job codes are required to be submitted to SCS for job correction.

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

JOB SPECIFICATION CHANGES

Implementation Instructions for Job Specification Changes:

Existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, job titles noted with a superscript are still required to be submitted for job correction due to the approved job title change for the job code.

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 – The job title change for this job is approved; see Job Title Changes to the Pay Plan.

MISCELLANEOUS CHANGES TO THE PAY PLAN

Implementation Instructions for Miscellaneous Changes:

Existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, job titles noted with a superscript are still required to be submitted for job correction due to the approved job title change for the job code.

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 – The job title change for this job is approved; see Job Title Changes to the Pay Plan.

JOBS TO BE ABOLISHED FROM THE PAY PLAN

Implementation Instructions for Abolished Jobs:

Existing classified positions allocated to these job titles are required to be submitted to SCS for job correction, unless the positions are no longer needed by the agency. If the positions are no longer needed, action shall be taken by agencies to archive the vacant positions in the applicable HR system by the end of the implementation period. These jobs will be removed from the pay plan by SCS once all incumbents have been job corrected to other job titles.

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