



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, APRIL 5, 2023
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 9:14 a.m. on Wednesday, April 5, 2023. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candace Carter, Kristi Folse, John McLure, Craig Netterville and Jo Ann Nixon.

- 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 March 1, 2023. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider proposed amendments to Chapter 26 of the State Civil Service Rules (Details contained in General Circular number 2023-012)
 - Public Comments

Sherri Gregoire, General Counsel, presented the proposed amendments to the Commission. After providing opportunity for public comments, to which there were none, on motion duly made, seconded and passed, the Commission unanimously adopted the amendments to Chapter 26 of the State Civil Service Rules.

- 3) Request of the **Department of Treasury** for authority under the provisions of State Civil Service Rule 4.1(d)1, to allow one (1) incumbent, Chandler Hegwood, appointed to a 4.1(d)1 Program Manager position to work up to 2,080 hours in a 12-month appointment period and to allow the reappointment of the incumbent who previously exceeded the 1, 245 hours in a 12-month appointment period, effective April 5, 2023. **The Commission unanimously granted the request.**
- 4) Request of the **Coastal Protection and Restoration Authority** to exempt from the classified service one (1) Attorney position, in accordance with State Civil Service Rule 4.1(d)2, effective April 5, 2023 through April 4, 2027. **The Commission unanimously granted the request.**

- 5) Request of the **Department of Public Safety and Corrections, Corrections Services-Elayn Hunt Correctional Center**, to exempt from the classified service one (1) Teach Professional position, in accordance with State Civil Service Rule 4.1(d)2, effective April 5, 2023. **The Commission unanimously granted the request, as recommended by State Civil Service, effective April 5, 2023 through March 3, 2027.**
- 6) Request of the **Louisiana Department of Health—Medical Vendor Administration** to exempt from the classified service three (3) Project Leader positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 5, 2023 through January 3, 2027. **The Commission unanimously granted the request.**
- 7) Request of the **Lafourche Basin Levee District**, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 10, 2023 through December 31, 2023. **The Commission unanimously granted the request.**
- 8) Request of **Louisiana Housing Corporation (LHC)** to establish a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective April 5, 2023. **The Commission unanimously granted the request.**
- 9) Request of the **Office of the State Examiner** to establish a Special Entrance Rate policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective April 5, 2023. **The Commission unanimously granted the request.**
- 10) Request of the **Division of Administration—Office of Group Benefits** to establish a Special Entrance Rate Policy for Group Benefits Analyst jobs in accordance with State Civil Service Rule 6.5(b), effective March 1, 2023. **The Commission unanimously granted the request.**
- 11) Request of the **Division of Administration—Office of Group Benefits** to establish a Premium Pay Policy for Group Benefits Analyst jobs in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 12) Request of **State Civil Service** to delegate the authority to establish Premium Pay policies up to \$2.00 per hour, for all hours worked, to the State Civil Service Director, effective April 5, 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 31 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between December 28, 2022 through March 28, 2023.**
- 14) Presentation by the **Department of State Civil Service** on alternatives to pre-employment testing. **Jennifer Schuelke, Talent Acquisition and Workforce Development Supervisor, presented “How State Civil Service Competency-Based Strategies Can Replace Pre-Employment Testing.” The department will provide an update next month regarding these efforts.**
 - **Director’s Report**
 - **As was the practice prior to Compensation Redesign, in accordance with State Civil Service Rule 6.5(b), the Director will approve Special Entrance Rates (SER) in-house. The Commission will ratify the SERs at their monthly business meeting. If an agency is requesting something not previously approved by the Commission, the department will bring the request to the Commission for approval.**
 - **Director Decoteau informed the Commission of the [SCS Restructure 2023](#).**
 - **[General Circular 2023-017](#), addresses La. R.S. 14:1319, which criminalizes political payroll padding.**

- The department is monitoring several bills for the upcoming Legislative Session. An update will be provided at next month's meeting.
 - Director Decoteau thanked staff for their work on the annual Payroll Comparison Report.
 - The Performance Management System is currently in the pilot phase. The department will promulgate rules regarding the transition period (July 1, 2023 through December 31, 2023) and bring them to the Commission for consideration at the May 3, 2023, meeting.
 - Voting ends April 5, 2023, for the [State Civil Service Commission Employee Representative Runoff](#).
 - Director Decoteau thanked Commissioner Kristi Folse for her dedicated service as the State Civil Service Commission Employee Representative. Chairman Duplantier presented Commissioner Folse with a plaque in recognition of her service.
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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 discuss Personnel Matters.**

There being no further business, the meeting adjourned at 10:59 a.m. on April 5, 2023.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman