



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, MAY 7, 2025
9:00 A.M.

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 9:06 a.m. on Wednesday, May 7, 2025. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Craig Netterville, Jo Ann Nixon, and Codi Plaisance. Commissioner Thomas Grimstad was absent.

- Opportunity for Public Comment (No Attachment)
No requests received from the public to address the commission.

On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) **Resolution** to express gratitude and appreciation to all state classified employees for their outstanding service to the citizens of Louisiana. **The Commission unanimously adopted the Resolution as written. For additional information regarding State Employee Recognition Week 2025, please refer to [General Circular No. 2025-027](#).**
- 2) Consideration of the **Minutes** of the Commission meeting held April 2, 2025. **The Commission unanimously approved the minutes as written.**
- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (details contained in General Circular Number 2025-021)
 - 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 were none.**

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 Exhibits C and D, which require approval only from the State Civil Service Commission. Also, the Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.
- 4) Request of the **Coastal Protection and Restoration Authority** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective May 7, 2025. **The Commission unanimously granted the request.**

- 5) Request of the **Louisiana State Board of Private Security Examiners** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective May 7, 2025. **The Commission unanimously granted the request.**
- 6) Request of the **Capital Area Human Services District** to exempt from the classified service, one (1) Behavioral Therapist position, in accordance with State Civil Service Rule 4.1(d)2, effective May 7, 2025, through May 6, 2029. **The Commission unanimously granted the request.**
- 7) Request of the **Division of Administration – Office of Technology Services**, to exempt one (1) Director position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective May 7, 2025, through May 6, 2029. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Department of Health, Office of the Secretary**, to exempt from the classified service, one (1) Deputy Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective May 7, 2025, through May 6, 2029. **This item was withdrawn.**
- 9) Request of the **Louisiana Department of Health – Office for Citizens with Developmental Disabilities – Pinecrest Supports and Services Center** to extend authority to exempt from the classified service one (1) Specialist position, in accordance with State Civil Service Rule 4.1(d)2, effective July 7, 2025, through July 6, 2029. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Housing Corporation** to extend authority to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2025, through June 30, 2029. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Special School District** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective May 7, 2025. **The Commission unanimously granted the request.**
- 12) Request of the **Office of the State Public Defender** to amend an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective May 7, 2025. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana Department of Insurance (LDI)** to establish a Special Entrance Rate policy for the Compliance Examiner job titles in accordance with State Civil Service Rule 6.5(b), effective April 2, 2025. **The Commission unanimously granted the request.**
- 14) Request of the **Department of Public Safety and Corrections, Public Safety Services-Office of State Fire Marshal**, to establish a Special Entrance Rate policy for State Fire Marshal job titles in accordance with State Civil Service Rule 6.5(b), effective July 1, 2025. **The Commission unanimously granted the request.**
- 15) Request of the **Louisiana State Board of Private Security Examiners** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow Albert Clavin, classified WAE Compliance Investigator 2, to work up to 2,080 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective May 7, 2025. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of May 7, 2025.**
- 16) Report on **State Civil Service** Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, for all hours worked, 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.**
- 17) 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 unanimously granted the request.**

- 18) Request of the **Louisiana Department of Transportation and Development**, to exempt from the classified service, one (1) Administrator position, in accordance with State Civil Service Rule 4.1(d)2, effective May 7, 2025, through May 6, 2029. **The Commission unanimously granted the request.**
- **Director's Report**
 - Director Decoteau requested permission to promulgate proposed rules to amend and/or repeal Civil Service Rule 3.1(r): Affirmative Action Plans, in response to Executive Order 14173 issued by President Donald Trump, "Ending Illegal Discrimination and Restoring Merit-Based Opportunity." Upon motion by Vice Chairman Hughes, seconded by Commissioner Nixon, the Commission unanimously voted to adopt a resolution to request an opinion from the Attorney General asking if there is a legal requirement for us to remove this requirement from the Civil Service rules.
 - State Civil Service Compensation Initiatives: As a result of the Accounting Job Series implementations in March, SCS has conducted assessments and has recommendations prepared to ensure alignment between accounting and other fiscal jobs, followed by non-fiscal jobs and other jobs located with the Office of Management and Finance with all state agencies. Director Decoteau plans to meet with the Commissioner of Administration's Office to present all recommendations, as all proposals will have direct cost impacts on state agencies.
 - Opportunity@Work: State Civil Service is participating in a Public Sector Cohort on Skills-Based hiring with the national non-profit group [Opportunity@Work](#). During a recent event in Washington, D.C., Louisiana's case study was presented and is now live on the organization's [website](#).
 - Attorney Workgroup Update: State Civil Service has completed its first round of workgroup sessions with volunteers from the attorney community within state government. The group discussed and provided feedback on ideas to bring forth efficiency and education of the current appeals process. Additionally, they provided feedback on proposed ideas for an Alternative Dispute Resolution Program. SCS is now focusing on surveying prior self-represented appellants and non-state attorneys who have been involved in the appeals process along with meeting with the Appeals Chief Referee to discuss the group's feedback and ideas. SCS's goal remains to bring a formal report to the Commission by July.
 - The department continues to monitor [Senate Bill 8](#) by Senator Jay Morris.
 - Director Decoteau discussed two Executive Orders issued by Governor Landry: [Executive Order No. 25-039](#) (Hiring Freeze Executive Branch) and [Executive Order No. 25-048](#) (Return to In-Office Work).
 - Commissioner Nathan Kernion resigned from his appointment on the State Civil Service Commission. Dr. Thomas Grimstad, nominated by Loyola University and appointed by Governor Landry, will fulfill Mr. Kernion's remaining term through December 10, 2030, pending Senate confirmation.
 - Tier 2.1 Financial Disclosures are due by May 15, 2025, to the Board of Ethics.
 - 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 Personnel Matters.**

There being no further business, the meeting adjourned at 10:09 a.m. on May 7, 2025.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

J. Stewart Gentry, Chairman