



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

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

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA



[Click here to view State Civil Service Commission video archives](#)

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:09 a.m. on Wednesday, July 9, 2025. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candace Carter, Thomas Grimstad, Craig Nettekville, Jo Ann Nixon and Codi Plaisance.

- 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) Consideration of the **Minutes** of the Commission meeting held June 4, 2025. **The Commission unanimously approved the minutes as written.**

At the request of Director Decoteau, item #6 was the first item of agency requests to be heard on the agenda.

- 6) Request of the **Division of Administration, Office of Louisiana Highway Construction**, to exempt from the classified service, one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective July 9, 2025, through July 8, 2029. **The Commission unanimously granted the request.**
- 2) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (details contained in General Circular Number 2025-035)
 - 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. Janelle Haynsworth, Compensation Program Manager, informed the Commission of two public comments received prior to the meeting.

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, D, and E 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.

- 3) Request of the **Louisiana State Contractor Licensing Board** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 14, 2025. **The Commission unanimously granted the request.**
- 4) Request of the ~~**Department of Public Safety and Corrections, Corrections Services**~~, to exempt from the classified service, one (1) ~~Liaison Officer~~ position, in accordance with State Civil Service Rule 4.1(d)2, effective July 9, 2025, through July 8, 2029. WITHDRAWN
- 5) Request of the **Division of Administration** to exempt four (4) Assistant Executive Director positions from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective July 9, 2025, through October 12, 2026. **The Commission unanimously granted the request. Additionally, as recommended by State Civil Service, the Commission revoked authority for four (4) previously approved positions: position numbers 50362762, 50556337, 50362042, and 50362377.**
- 7) Request of the **Division of Administration, Office of Risk Management**, to exempt from the classified service, one (1) Administrator position, in accordance with State Civil Service Rule 4.1(d)2, effective July 9, 2025, through July 8, 2029. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Department of Environmental Quality** to exempt from the classified service one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective July 9, 2025, through March 8, 2028. **The Commission unanimously granted the request.**
- 9) 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 July 9, 2025, through July 8, 2029. **The Commission unanimously granted the request.**

Please note that Items #10, #11 and #12 were unanimously approved en globo.

- 10) Request of the **Louisiana Department of Health, Office of the Secretary**, to exempt from the classified service, one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective July 9, 2025, through July 8, 2029. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Health, Office of the Secretary**, to exempt from the classified service, one (1) Assistant Director position, in accordance with State Civil Service Rule 4.1(d)2, effective July 9, 2025, through July 8, 2029. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Health, Office of the Secretary**, to exempt from the classified service, one (1) Communications Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective July 9, 2025, through July 8, 2029. **The Commission unanimously granted the request.**
- 13) Request of **Louisiana State Board of Nursing** to extend authority to exempt from the classified service two (2) Director positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 12, 2025, through July 11, 2029. **The Commission unanimously granted the request.**
- 14) Request of the **Louisiana State Racing Commission** to exempt from the classified service three (3) positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 9, 2025, through April 1, 2029. **The Commission unanimously granted the request. Additionally, as recommended by State Civil Service, the Commission revoked authority for six (6) previously approved positions: position numbers 50655747, 50655744, 50655754, 50655751, 50655752, and 50655750.**

- 15) Request of the **Teachers' Retirement System of Louisiana** to extend the authority to exempt from the classified service, one (1) Deputy Chief and one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2025, through September 6, 2026. **The Commission unanimously granted the request.**
- 16) Request of the **Louisiana Department of Environmental Quality** to establish a Dual Career Ladder policy for the Geologist--DCL job title, in accordance with State Civil Service Rule 5.9, effective July 9, 2025. **The Commission unanimously granted the request.**
- 17) Request of the **Department of Children and Family Services** to amend a Special Entrance Rate policy for Disability Determination job titles, in accordance with State Civil Service Rule 6.5(b), effective July 9, 2025. **The Commission unanimously granted the request.**

Please note that Items #18 and #19 were unanimously approved en globo.

- 18) Request of the **Department of Public Safety and Corrections, Corrections Services – Division of Probation and Parole**, to amend a Special Entrance Rate policy for Probation and Parole--Adult job titles in accordance with State Civil Service Rule 6.5(b), effective July 21, 2025. **The Commission unanimously granted the request. Roman Ray with the Louisiana Probation and Parole Officers Association provided comments in support of item #18 and item #19.**
- 19) Request of the **Department of Public Safety and Corrections, Corrections Services – Division of Probation and Parole** for twenty-six (26) Individual Pay Adjustments in accordance with State Civil Service Rule 6.16(c), effective July 21, 2025. **The Commission unanimously granted the request. Roman Ray with the Louisiana Probation and Parole Officers Association provided comments in support of item #18 and item #19.**
- 20) Request of the **Louisiana Department of Health** to amend a Premium Pay policy for Nursing Assistant Supervisor job titles in accordance with State Civil Service Rule 6.16(a), effective June 23, 2025. **The Commission unanimously granted the request.**
- 21) Request of the **Department of Energy and Natural Resources, Office of Conservation**, to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 1, 2025, through July 31, 2026. **The Commission unanimously granted the request.**
- 22) Request of **St. Landry Parish Housing Authority** for an exception under State Civil Service Rule 14.1(p) to allow an unclassified employee, Ms. Darlene Vidrine, who served as a statutory appointing authority within the past two years to be eligible for appointment to a classified position at the same agency. **The Commission unanimously granted the request.**
- 23) Request of the **Louisiana Department of Health – Office of Behavioral Health** to extend the job appointment of Karen Muse, Program Manager 1-A DHH, in accordance with State Civil Service Rule 23.5(a), effective August 30, 2025, through August 29, 2026. **The Commission unanimously granted the request.**
- 24) Request of the **Louisiana Department of Wildlife and Fisheries, Office of the Secretary**, to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective July 9, 2025. **The Commission unanimously granted the request.**

- 25) Request of the **Louisiana Department of Wildlife and Fisheries, Office of the Secretary**, to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective July 9, 2025. **The Commission unanimously granted the request.**
 - 26) 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.**
 - 27) 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.**
 - 28) State Civil Service Rule 6.5(c) and 6.5(g) Exceptions **Director Decoteau informed the Commission that 36 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between March 21, 2025, through June 10, 2025.**
 - 29) Discussion regarding implementation of Act No. 384 of the 2024 Regular Legislative Session. (Transfer of New Orleans Sewerage and Water Board employees to the State Civil Service System.) **Director Decoteau and Sherri Gregoire, General Counsel, discussed the implementation of Act No. 384 of the 2024 Regular Legislative Session which requires that the State Civil Service Commission and the New Orleans City Civil Service Commission jointly develop a plan to transition all employees of the New Orleans Sewerage and Water Board into the State Civil Service system by August 1, 2025. After providing for public comments, to which there were none, the Commission unanimously adopted a resolution to delegate to Chairman Stewart Gentry full power and authority to act on behalf of the Commission to ensure the State Civil Service Commission's compliance with Act 384 to the greatest extent possible. The Chairman's authority includes the authority to direct the Director and employees of the Department of State Civil Service to act on behalf of the Commission in giving effect to Act 384.**
- **Director's Report** **Director Decoteau did not provide a report; however, he directed the Commissioners to the Appeals reports in their meeting binders.**
 - **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 10:49 a.m. on July 9, 2025.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

J. Stewart Gentry, Chairman