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GENERAL CIRCULAR NUMBER 2018-015

DATE: May 30, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes have been made to the State Civil Service Classification and Pay Plan as proposed in General Circular No. 2018-002. These changes were considered and approved by the State Civil Service Commission at the public pay hearing on March 7, 2018. For an outline of these changes, please refer to the attached Implementation Instructions.

EFFECTIVE DATE OF CHANGES: June 4, 2018

All necessary actions resulting from these changes should be completed within 90 days of the effective date. Please note that significant duty changes should not be present when submitting a position for job correction. If significant duty changes are required at the time of implementation, it will be necessary to consult with SCS prior to submitting positions. If there are any questions concerning the subject matter of this General Circular, please contact Janelle Haynsworth, Compensation Assistant Division Administrator, at (225) 342-8274.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director

**IMPLEMENTATION INSTRUCTIONS
FOR PAY PLAN CHANGES RESULTING FROM THE MARCH 7, 2018 PAY HEARING**

NEW JOBS FOR ADDITION TO THE PAY PLAN

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
173530	GIS ANALYST 1	TS	308	G3
173540	GIS ANALYST 2	TS	309	G3
173550	GIS ANALYST 3	TS	312	G3
173560	GIS SPECIALIST	TS	314	G3
173570	GIS SUPERVISOR	TS	315	G3
173580	GIS MANAGER	TS	316	G3
173590	STATE TRAVEL ANALYST 1	AS	614	A2
173600	STATE TRAVEL ANALYST 2	AS	616	A2
173610	STATE TRAVEL ANALYST 3	AS	617	A2
173620	STATE TRAVEL MANAGER	AS	620	A2
173630	STATE TRAVEL DIRECTOR	AS	623	A2
173520	STATE PROCUREMENT SUPERVISOR	AS	619	A2

Implementation Instructions for New Jobs: Existing classified positions that currently perform duties that align with these job concepts are required to be submitted to SCS for job correction. Note that existing classified positions allocated to job titles in other job series with duties that align with these job concepts shall be subject to job correction even after the 90-day implementation period. Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

JOB PAY GRADE CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
101610	STATE PURCHASING MANAGER	AS	619	AS	621

Implementation Instructions for Pay Grade Changes: Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

JOB TITLE CHANGES TO THE PAY PLAN

JOB CODE	FROM JOB TITLE	TO JOB TITLE
148250	STATE PURCHASING OFFICER 1	STATE PROCUREMENT ANALYST 1
101550	STATE PURCHASING OFFICER 2	STATE PROCUREMENT ANALYST 2
148260	STATE PURCHASING OFFICER 3	STATE PROCUREMENT ANALYST 3
101610	STATE PURCHASING MANAGER	STATE PROCUREMENT MANAGER
162580	STATE PURCHASING ASSISTANT DIRECTOR	STATE PROCUREMENT ASSISTANT DIRECTOR

JOB CODE	FROM JOB TITLE	TO JOB TITLE
101650	STATE PURCHASING DIRECTOR	STATE PROCUREMENT DIRECTOR

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 within 90 days. Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

JOB SPECIFICATION CHANGES

JOB CODE	JOB TITLE
148250	STATE PURCHASING OFFICER 1
101550	STATE PURCHASING OFFICER 2
148260	STATE PURCHASING OFFICER 3
101610	STATE PURCHASING MANAGER
162580	STATE PURCHASING ASSISTANT DIRECTOR
126210	STATE PROCUREMENT DEPUTY DIRECTOR
101650	STATE PURCHASING DIRECTOR

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, as long as the only change for the job code is a change to the job specification.

JOBS ABOLISHED FROM THE PAY PLAN

JOB CODE	JOB TITLE
163310	INFORMATION TECHNOLOGY GEOGRAPHIC ASSISTANT SUPPORT ANALYST
163360	INFORMATION TECHNOLOGY GEOGRAPHIC MANAGER
163350	INFORMATION TECHNOLOGY GEOGRAPHIC PROJECT SUPERVISOR
163330	INFORMATION TECHNOLOGY GEOGRAPHIC SENIOR SUPPORT ANALYST
163320	INFORMATION TECHNOLOGY GEOGRAPHIC SUPPORT ANALYST
163340	INFORMATION TECHNOLOGY GEOGRAPHIC TECHNICAL SPECIALIST--DCL
168550	STATE CONTRACTS AND GRANTS OFFICER 1
168560	STATE CONTRACTS AND GRANTS OFFICER 2
168570	STATE CONTRACTS AND GRANTS OFFICER 3
168580	STATE CONTRACTS AND GRANTS SUPERVISOR
162480	STATE CONTRACTS AND GRANTS ASSISTANT ADMINISTRATOR

Implementation Instructions for Abolished Jobs: Existing classified positions currently allocated to these job codes are required to be submitted to SCS for job correction within 90 days. Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.