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GENERAL CIRCULAR NUMBER 2018-017

DATE: June 25, 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. 2018-013](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on June 6, 2018. For an outline of these changes, please refer to the attached Implementation Instructions.

EFFECTIVE DATE OF CHANGES: July 26, 2018

Position descriptions for affected positions are required to be submitted to SCS 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.

Human Resources professionals at state agencies should ensure that all pending personnel actions are completed by July 25, 2018, for positions that may be affected by these changes. Active eligible lists for affected positions will no longer be valid for positions that are to be job corrected to a different job title. Agencies should take the necessary hire actions prior to July 26, 2018, or be subject to reposting the vacancy.

If there are any questions concerning the subject matter of this General Circular, please contact Janelle Haynsworth, Compensation Assistant Administrator, at (225) 342-8274.

Sincerely,

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

IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE JUNE 6, 2018 PAY HEARING

NEW JOBS FOR ADDITION TO THE PAY PLAN

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 CODE	JOB TITLE	PAY SCHE D	PAY LEVEL	OCC GRP CODE
173640	DISABILITY DETERMINATIONS EXAMINER 1	SS	411	E9
173650	DISABILITY DETERMINATIONS EXAMINER 2	SS	412	E9
173660	DISABILITY DETERMINATIONS EXAMINER 3	SS	413	E9
173670	DISABILITY DETERMINATIONS EXAMINER 4	SS	414	E9

JOB PAY GRADE CHANGES TO THE PAY PLAN

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

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
173040	DISABILITY DETERMINATIONS SPECIALIST	SS	414	SS	415
173050	DISABILITY DETERMINATIONS SUPERVISOR	SS	415	SS	416

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

JOB CODE	JOB TITLE
173030	DISABILITY DETERMINATIONS CONSULTANT
173040	DISABILITY DETERMINATIONS SPECIALIST
173050	DISABILITY DETERMINATIONS SUPERVISOR
173060	DISABILITY DETERMINATIONS MANAGER 1
173070	DISABILITY DETERMINATIONS MANAGER 2
173080	DISABILITY DETERMINATIONS DIRECTOR

JOBS ABOLISHED FROM THE PAY PLAN

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.

JOB CODE	JOB TITLE
156460	ACUTE CARE HOSP ADMIN 3
156480	ACUTE CARE HOSP ASC ADM 2
160980	ADM LAW JUDGE ASST DIR
160990	ADM LAW JUDGE DIR
153610	AGRI MARKET INTERNAT SPEC
110010	AGRI MARKET REPORTER SUPV
110030	AGRI MARKET SPEC
153650	AGRI MARKET TRAINEE
129870	AIRCRAFT MAINTENANCE INSP
117630	ART THERAPIST 1
163610	ART THERAPIST 2
171090	ATC FINANCIAL INVEST 1
171100	ATC FINANCIAL INVEST 2
117660	AUDIOLOGIST 2
170750	BLDG OFFICIAL
102570	BULK TERMINAL ASST SUPT
117720	CARDIOVASCULAR TECHN 1
117730	CARDIOVASCULAR TECHN 2
109410	CARTOGRAPH PROD SUPV/GEOL
102290	CENTRAL SERVICE MANAGER 1
102320	CENTRAL SERVICE MANAGER 2
172920	CHILD DEVELOPMENT CONSULTANT
172930	CHILD DEVELOPMENT SUPERVISOR
123200	CHNO AD SP ED REH INSTR
117740	CLINICAL MICROBIOLOGIST
161330	CLINICAL SYSTEMS DIRECTOR
161310	CLINICAL SYSTEMS SPEC 1
161320	CLINICAL SYSTEMS SPEC 2
130990	CONTRACTOR LIC BOARD ADM
161710	CORR DEPUTY WARDEN 2
161670	CORR WARDEN 2
153750	CORRS RECORDS ANLY 1
153760	CORRS RECORDS ANLY 2
171070	CORRS RECORDS ANLY 3
153740	CORRS RECORDS MGR 1
153790	CORRS RECORDS MGR 2

158490	CORRS RECORDS MGR 3
111390	DENTAL HYGIENIST
110970	DENTAL SERVICES COOR
111000	DENTIST
161970	DEP ST FIRE MAR ADM
164800	DEP STATE FIR/SP PR RES
134240	DIALYSIS TECHNICIAN 1
134250	DIALYSIS TECHNICIAN 2
134260	DIALYSIS TECHNICIAN 3
102720	DREDGE CHIEF MATE
126510	ECO DEV RESEARCH DIRECTOR
165140	EDUC TECH SPEC
130490	EEG SUPERVISOR
130470	EEG TECHNICIAN 1
130480	EEG TECHNICIAN 2
154740	EEG TECHNICIAN 3
116820	EKG TECH SHIFT SUPV
116830	EKG TECH SUPERVISOR
151140	ELECTRONIC ELECTIONS MGR
151160	ELECTRONIC ELECTIONS SPEC
152520	EMERG MED SVC SPEC/EMT
152820	EMERG MED SVC TRNG SPEC
116180	EMERG MED TECH/BASIC
116190	EMERG MED TECH/INTERMED
116210	EMERG MED TECH/SUPV
149670	EXEC DIR/LA COMM FOR DEAF
161560	FED ENERGY ANALYST 1
161570	FED ENERGY ANALYST 2
161580	FED ENERGY ANALYST 3
161590	FED ENERGY ANALYST SUPV
116070	FOREST DISPATCHER
153430	FOREST FED EXCESS PROP CO
153440	FOREST FED EXCESS PROP SP
125560	GRANTS ADM DOTD
145750	GRP BEN ADJUST 1
145760	GRP BEN ADJUST 2
157850	HEALTH INFO ADMIN CONSULT
157870	HEALTH INFO ASST DIR 1/AC
157860	HEALTH INFO ASST DIR 2/AC
157910	HEALTH INFO DIR 1/AC
157920	HEALTH INFO DIR 2/AC
157930	HEALTH INFO DIR 3/AC
157940	HEALTH INFO DIR 4/AC

106460	HOSP HOUSEK DIR/CHNO
123310	HOSP NUTRIT SVCS ASST DIR
129060	INSULATOR MASTER
116530	INSUR COMM LIFE ACTUARY
171590	LAB INFO SYS LIAISON
171580	LAB INFO SYSTEM COORD
153380	LAB METROLOGIST
125810	LABOR MGMT PROJECTS CONS
129160	LABORER FOREMAN
106580	LAUNDRY MANAGER
106600	LAUNDRY SUPERINTENDENT 1
106610	LAUNDRY SUPERVISOR
162110	LAUNDRY SUPT 2
129290	MAINTENANCE REP FORE
129250	MASON
129260	MASON FOREMAN
129300	MASON MASTER
117180	MEDICAL CYTOTECH 1
117190	MEDICAL CYTOTECH 2
117200	MEDICAL CYTOTECH SPEC
117170	MEDICAL CYTOTECH SUPV
117220	MEDICAL LAB DIR-MCLNO
117230	MEDICAL LAB MANAGER 1
117240	MEDICAL LAB MANAGER 2
117250	MEDICAL LAB MANAGER 3
171680	MEDICAL LAB PROG MGR
118130	MEDICAL RESEARCH SPEC
160780	MH ACUTE UNIT DIRECTOR
158090	MH ACUTE UNIT MGR
169480	MH ASST AREA DIR
120040	MR/DD REG ADM 1
120050	MR/DD REG ADM 2
120060	MR/DD REG ADM 3
153710	MR/DD REG ADM 4
118170	MUSIC THERAPIST 1
163620	MUSIC THERAPIST 2
118190	MUSIC THERAPIST SUPV
118200	NUCLEAR MEDICINE TECH MGR
118210	NUCLEAR MEDICINE TECH SUP
118220	NUCLEAR MEDICINE TECHNO 1
118230	NUCLEAR MEDICINE TECHNO 2
115790	NURSERY FOREMAN 1
115800	NURSERY FOREMAN 2

155360	NURSERY/SEED ORCHARD TECH
120030	OCDD CENTER MGR
163660	OCDD QUAL CONT SPEC 2
154850	OCDD QUAL CONTROL SPEC 1
109740	PATIENT ESCORT 1
109750	PATIENT ESCORT 2
109710	PATIENT ESCORT ASST MGR
109720	PATIENT ESCORT MGR
109730	PATIENT ESCORT SUPV
157710	PHYSICIAN'S ASSISTANT
111360	PODIATRIST
130350	PORT MAINTENANCE SUPT
100540	PSYCH AIDE TRAINING INSTR
117410	PULMONARY TECHNICIAN 1
117420	PULMONARY TECHNICIAN 2
117450	PULMONARY TECHNOL SUPV
165110	PURCHASING TECH 1
165120	PURCHASING TECH 2
112640	QUALITY ASSURANCE DIR
111910	RAD PHYSICIST/CHNO
118450	RAD THER TECHNOL 1
118460	RAD THER TECHNOL 2
146650	RAD THER TECHNOL 3
118440	RAD THER TECHNOL SUPV
118480	RADIOL EDUC SPEC
118490	RADIOL EDUC SPEC SUPV
129700	RAILROAD TRACK SUPT
123430	REAL EST/APPR HEAR EXAM
121290	RECORDS/STATISTICS ADM
109760	RECREATION AIDE
115330	RECREATION FAC SUPV/BOWL
164050	REHAB PROG MGR/DEAF SVCS
118690	RESPIR CARE ASST MGR
118710	RESPIR CARE THER SUP/CERT
118770	RESPIR CARE THER SUP/REG
169910	RESPIRATORY CARE MGR 1
169920	RESPIRATORY CARE MGR 2
112230	RN 1/STUDENT HEALTH
130380	SCIENTIFIC RES TECH 1
130390	SCIENTIFIC RES TECH 2
114910	SEED ORCHARD ASST SUPT
114930	SEED ORCHARD SUPT
126220	ST DEMOGRAPHER

114990	ST PARKS LAND OFFICER
138640	ST POLICE EXPLOSIVES SPEC
138650	ST POLICE EXPLOSIVES SUPV
142500	TELECOM SERV REP SUPV
122890	TELECOM SERVICE REP 1
122900	TELECOM SERVICE REP 2
159370	TELECOM SERVICE REP 3
141440	TELEPHONE SYST EQUIP TECH
152020	TOURISM TRAVEL INFO SPEC
114770	TREE NURSERY ASST SUPT
114790	TREE NURSERY SUPT
110770	UNIV EDITOR
147230	UPHOLSTERER LEADER
130290	UTILITIES PLANT SUPT/CAMP
127790	VOLUNTEER COORDINATOR 2
153630	WILDLF ENF AIRCRAFT PILOT
154830	WRK COMP MED SVCS MGR
154820	WRK COMP MED SVCS SUPV
164720	WRK COMP SAFE/HEALTH DIR