



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2018-022

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**DATE:** August 21, 2018

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Announcement of September 5, 2018 Pay Hearing

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The State Civil Service Commission will hold a public hearing on Wednesday, September 5, 2018, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9 a.m. and will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 Third Street, Baton Rouge, Louisiana.

The Commission will consider the following exhibits:

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (A) REQUIRE APPROVAL FROM BOTH THE STATE CIVIL SERVICE COMMISSION AND GOVERNOR PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION AND APPROVED BY THE GOVERNOR.**

**EXHIBIT A:** Proposed New Jobs for Addition to the Pay Plan (see attached).

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (B) REQUIRE RATIFICATION OF ONLY THE STATE CIVIL SERVICE COMMISSION WITH PRIOR APPROVAL GIVEN BY THE STATE CIVIL SERVICE DIRECTOR.**

**EXHIBIT B:** Ratification of Job Specification Changes (see attached).

Further supplements adding items to these exhibits may be issued at the Commission Hearing.

**Please review this proposal and furnish us any comments that you consider pertinent by close of business August 31, 2018.** If you would like to appear before the Commission to present your comments orally, you are invited to do so and are requested to notify Louisiana State Civil Service of such intentions in advance of the meeting.

You may submit comments regarding this proposal to Janelle Haynsworth, State Civil Service Compensation Assistant Administrator, at [janelle.haynsworth@la.gov](mailto:janelle.haynsworth@la.gov) or (225) 342-8274.

This General Circular should be posted prominently so that all employees will receive notice of this hearing. If any special accommodations are needed, please notify us prior to this meeting.

Sincerely,

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

**Exhibits requiring approval from both the State Civil Service Commission and the Governor prior to implementation:**

**EXHIBIT A: PROPOSED NEW JOBS TO BE ADDED TO THE PAY PLAN  
SINCE THE JUNE 6, 2018 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
173680	ITS TECHNICIAN 1	WS	215	H3
173690	ITS TECHNICIAN 2	WS	216	H3
173700	ITS TECHNICIAN 3	WS	218	H3
173720	ITS TECHNICIAN SPECIALIST	WS	219	H3
173730	ITS TECHNICIAN SUPERVISOR	WS	220	H3
173730	ITS TECHNICIAN MANAGER	WS	221	H3

**Exhibits requiring ratification of only the State Civil Service Commission with prior approval given by the State Civil Service Director for implementation:**

**EXHIBIT B: RATIFICATION OF JOB SPECIFICATION CHANGES  
TO THE PAY PLAN**

JOB CODE	JOB TITLE
170840	HUMAN RESOURCES CONSULTANT A
170850	HUMAN RESOURCES CONSULTANT B
170860	HUMAN RESOURCES CONSULTANT C
170870	HUMAN RESOURCES CONSULTANT SPECIALIST
170880	HUMAN RESOURCES CONSULTANT SUPERVISOR
170830	HUMAN RESOURCES ASSISTANT DIVISION ADMINISTRATOR
170930	HUMAN RESOURCES DIVISION ADMINISTRATOR