



Byron P. Decoteau, Jr., Director

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GENERAL CIRCULAR NUMBER 2018-028

DATE: October 25, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of November 7, 2018 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, November 7, 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 OF THE STATE CIVIL SERVICE COMMISSION.

EXHIBIT A: Proposed Job Specification Changes to the Pay Plan (see attached).

Please review this proposal and furnish us any comments that you consider pertinent by close of business November 2, 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 Brandy Malatesta, Compensation Administrator, at brandy.malatesta@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

Exhibit requiring approval of the State Civil Service Commission for implementation:

EXHIBIT A: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN

170010 Fire and Police State Examiner (AS 625)	
Current Minimum Qualification	Proposed Minimum Qualification
<p>170010 FIRE AND POLICE STATE EXAMINER AS625</p> <p><u>LEVEL OF WORK:</u> Executive</p> <p><u>MINIMUM QUALIFICATIONS:</u> A baccalaureate degree plus six years of professional level human resources experience.</p> <p><u>SUBSTITUTIONS:</u> a. PLE Sub</p> <p>b. A Master's in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior will substitute for one year of the required experience. (The college transcript must indicate the major as business administration, public administration, human resources/personnel, etc. Master's degrees in fields such as marketing, economics, etc. are not acceptable.)</p> <p>Possession of a Juris Doctorate will substitute for one year of the required experience.</p> <p>Graduate training with less than a Ph.D. will substitute for a maximum of one year of the required experience.</p> <p>A Ph.D. in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior will substitute for two years of the required experience.</p>	<p>170010 FIRE AND POLICE STATE EXAMINER AS625</p> <p><u>LEVEL OF WORK:</u> Executive</p> <p><u>MINIMUM QUALIFICATIONS:</u> A baccalaureate degree plus six years of professional level experience in human resources, executive administration or as a practicing attorney.</p> <p><u>SUBSTITUTIONS:</u> a. PLE Sub</p> <p>b. A Master's in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior will substitute for one year of the required experience. (The college transcript must indicate the major as business administration, public administration, human resources/personnel, etc. Master's degrees in fields such as marketing, economics, etc. are not acceptable.)</p> <p>Possession of a Juris Doctorate will substitute for one year of the required experience.</p> <p>Graduate training with less than a Ph.D. will substitute for a maximum of one year of the required experience.</p> <p>A Ph.D. in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or</p>

<p>Graduate training will substitute for a maximum of two years of the required experience.</p> <p>c. Certification by the Society for Human Resource Management (SHRM) as a Professional in Human Resources (PRH) or as a Senior professional in Human Resources (SPHR) will substitute for a maximum of one year of the required experience.</p> <p>NOTE: In order to receive credit, your certification must be current (i.e., issued within the last three years). If you have been certified and your certification expires, you must apply for and be re-certified before you can get credit again. Information regarding certification may be obtained from the Human Resource Certification Institute, 1800 Duke Street, Alexandria, Virginia 22314. Phone: 866-898-4724 or FAX: 703-535-6474.</p> <p>NOTE: Human resources experience is that experience gained in an office whose sole responsibility is the administration of a comprehensive personnel program including many if not all of the following programs: recruitment, selection and placement; training; equal employment opportunity; disciplinary and grievance proceedings; classification and wage; payroll; and employee relations OR experience gained in an office whose sole responsibility the administration of one aspect of a comprehensive personnel program, such as training, payroll, or equal employment opportunity.</p> <p>ACCREDITATION NOTE</p>	<p>Organizational Behavior will substitute for two years of the required experience.</p> <p>Graduate training will substitute for a maximum of two years of the required experience.</p> <p>c. Certification by the Society for Human Resource Management (SHRM) as a Professional in Human Resources (PRH) or as a Senior professional in Human Resources (SPHR) will substitute for a maximum of one year of the required experience.</p> <p>NOTE: In order to receive credit, your certification must be current (i.e., issued within the last three years). If you have been certified and your certification expires, you must apply for and be re-certified before you can get credit again. Information regarding certification may be obtained from the Human Resource Certification Institute, 1800 Duke Street, Alexandria, Virginia 22314. Phone: 866-898-4724 or FAX: 703-535-6474.</p> <p>NOTE: Human resources experience is that experience gained in an office whose sole responsibility is the administration of a comprehensive personnel program including many if not all of the following programs: recruitment, selection and placement; training; equal employment opportunity; disciplinary and grievance proceedings; classification and wage; payroll; and employee relations OR experience gained in an office whose sole responsibility the administration of one aspect of a comprehensive personnel program, such as training, payroll, or equal employment opportunity.</p> <p>ACCREDITATION NOTE</p>
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170020 Fire and Police Deputy State Examiner (AS 623)	
Current Minimum Qualification	Proposed Minimum Qualification
<p>170020 FIRE AND POLICE DEPUTY STATE EXAMINER AS623</p> <p><u>LEVEL OF WORK:</u> Executive</p> <p><u>MINIMUM QUALIFICATIONS:</u> A baccalaureate degree plus five years of professional level human resources experience.</p> <p>SUBSTITUTIONS:</p> <p>a. PLE Sub</p> <p>b. A Master's in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior will substitute for one year of the required experience. (The college transcript must indicate the major as business administration, public administration, human resources/personnel, etc. Master's degrees in fields such as marketing, economics, etc. are not acceptable.)</p> <p>Possession of a Juris Doctorate will substitute for one year of the required experience.</p> <p>Graduate training with less than a Ph.D. will substitute for a maximum of one year of the required experience.</p> <p>A Ph.D. in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior will substitute for two years of the required experience.</p> <p>Graduate training will substitute for a maximum of two years of the required experience.</p> <p>c. Certification by the Society for Human Resource Management (SHRM) as a Professional in Human Resources (PRH) or as a Senior</p>	<p>170020 FIRE AND POLICE DEPUTY STATE EXAMINER AS623</p> <p><u>LEVEL OF WORK:</u> Executive</p> <p><u>MINIMUM QUALIFICATIONS:</u> A baccalaureate degree plus five years of professional level experience in human resources, executive administration or as a practicing attorney.</p> <p>SUBSTITUTIONS:</p> <p>a. PLE Sub</p> <p>b. A Master's in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior will substitute for one year of the required experience. (The college transcript must indicate the major as business administration, public administration, human resources/personnel, etc. Master's degrees in fields such as marketing, economics, etc. are not acceptable.)</p> <p>Possession of a Juris Doctorate will substitute for one year of the required experience.</p> <p>Graduate training with less than a Ph.D. will substitute for a maximum of one year of the required experience.</p> <p>A Ph.D. in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior will substitute for two years of the required experience.</p>

<p>professional in Human Resources (SPHR) will substitute for a maximum of one year of the required experience.</p> <p>NOTE: In order to receive credit, your certification must be current (i.e., issued within the last three years). If you have been certified and your certification expires, you must apply for and be re-certified before you can get credit again. Information regarding certification may be obtained from the Human Resource Certification Institute, 1800 Duke Street, Alexandria, Virginia 22314. Phone: 866-898-4724 or FAX: 703-535-6474.</p> <p>NOTE: Human resources experience is that experience gained in an office whose sole responsibility is the administration of a comprehensive personnel program including many if not all of the following programs: recruitment, selection and placement; training; equal employment opportunity; disciplinary and grievance proceedings; classification and wage; payroll; and employee relations OR experience gained in an office whose sole responsibility the administration of one aspect of a comprehensive personnel program, such as training, payroll, or equal employment opportunity.</p> <p>ACCREDITATION NOTE</p>	<p>Graduate training will substitute for a maximum of two years of the required experience.</p> <p>c. Certification by the Society for Human Resource Management (SHRM) as a Professional in Human Resources (PRH) or as a Senior professional in Human Resources (SPHR) will substitute for a maximum of one year of the required experience.</p> <p>NOTE: In order to receive credit, your certification must be current (i.e., issued within the last three years). If you have been certified and your certification expires, you must apply for and be re-certified before you can get credit again. Information regarding certification may be obtained from the Human Resource Certification Institute, 1800 Duke Street, Alexandria, Virginia 22314. Phone: 866-898-4724 or FAX: 703-535-6474.</p> <p>NOTE: Human resources experience is that experience gained in an office whose sole responsibility is the administration of a comprehensive personnel program including many if not all of the following programs: recruitment, selection and placement; training; equal employment opportunity; disciplinary and grievance proceedings; classification and wage; payroll; and employee relations OR experience gained in an office whose sole responsibility the administration of one aspect of a comprehensive personnel program, such as training, payroll, or equal employment opportunity.</p> <p>ACCREDITATION NOTE</p>
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