



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

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## GENERAL CIRCULAR NUMBER 2018-029

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**DATE:** October 30, 2018

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

**SUBJECT:** Changes to the Pay Plan

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Please be advised that changes have been made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2018-024](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on September 18, 2018. For an outline of these changes, please refer to the attached Implementation Instructions.

**EFFECTIVE DATE OF CHANGES: December 3, 2018**

Position descriptions for affected positions are required to be submitted to SCS within 90 days of the effective date. All positions job corrected within the 90-day implementation period will have an effective date of December 3, 2018. 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 any personnel actions currently pending for incumbents occupying positions affected by these changes are completed prior to December 3, 2018. In addition, active eligible lists will no longer be valid after December 3, 2018, for positions that are job corrected to a different job title. Agencies should take the necessary hire actions prior to the effective date of these changes or be subject to reposting the vacancy.

If there are any questions concerning the subject matter of this General Circular, you may 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 SEPTEMBER 18, 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.

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>PAY SCHED</b>	<b>PAY LEVEL</b>	<b>OCC GRP CODE</b>
173680	ITS TECHNICIAN 1	WS	215	H3
173690	ITS TECHNICIAN 2	WS	216	H3
173700	ITS TECHNICIAN 3	WS	218	H3
173710	ITS TECHNICIAN SPECIALIST	WS	219	H3
173720	ITS TECHNICIAN SUPERVISOR	WS	220	H3
173730	ITS TECHNICIAN MANAGER	WS	221	H3