



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2019-005

DATE: January 23, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of February 6, 2019 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, February 6, 2019, 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 EXHIBITS (A) AND (B) BELOW 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).

EXHIBIT B: Proposed Job Pay Grade Changes to the Pay Plan (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (C), (D) AND (E) BELOW REQUIRES APPROVAL FROM ONLY THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION.

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

EXHIBIT D: Proposed Miscellaneous Changes to the Pay Plan (see attached).

EXHIBIT E: Proposed Jobs to be Abolished from the Pay Plan (see attached).

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

EXHIBIT F: Ratification of Job Title Changes (see attached).

EXHIBIT G: 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 January 29, 2019. 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.

Please direct any comments regarding this proposal to Brandy Malatesta, State Civil Service Chief Operating Officer, at brandy.malatesta@la.gov or at 225-342-8258.

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 FOR ADDITION TO THE PAY PLAN SINCE THE DECEMBER 5, 2018 PAY HEARING

| JOB CODE | JOB TITLE | PAY SCHED | PAY LEVEL | OCC GRP CODE |
|----------|--|-----------|-----------|--------------|
| 173740 | FORENSIC DISTRICT COORDINATOR | SS | 418 | E2 |
| 173741 | FORENSIC COMMUNITY SERVICES SUPERVISOR | SS | 419 | E2 |

EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN SINCE THE DECEMBER 5, 2018 PAY HEARING

| JOB CODE | JOB TITLE | FROM SCHED | FROM LEVEL | TO SCHED | TO LEVEL |
|----------|--------------------------------------|------------|------------|----------|----------|
| 155880 | FORENSIC COMMUNITY SERVICES DIRECTOR | AS | 621 | SS | 421 |

Exhibits requiring approval of only the State Civil Service Commission prior to implementation:

EXHIBIT C: PROPOSED JOB SPECIFICATION CHANGES SINCE THE DECEMBER 5, 2018 PAY HEARING

| JOB CODE | JOB TITLE |
|----------|--------------------------------------|
| 155880 | FORENSIC COMMUNITY SERVICES DIRECTOR |

EXHIBIT D: PROPOSED MISCELLANEOUS CHANGES TO THE PAY PLAN SINCE THE DECEMBER 5, 2018 PAY HEARING

| JOB CODE | JOB TITLE | FROM OCC GRP CODE | TO OCC GRP CODE |
|----------|--------------------------------------|-------------------|-----------------|
| 155880 | FORENSIC COMMUNITY SERVICES DIRECTOR | C1 | E2 |

**EXHIBIT E: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN SINCE THE
DECEMBER 5, 2018 PAY HEARING**

| JOB CODE | JOB TITLE |
|---------------------|------------------------------|
| 129340 | NAVIGATIONAL LOCK OPERATOR 1 |
| 129350 | NAVIGATIONAL LOCK OPERATOR 2 |

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

EXHIBIT F: RATIFICATION OF JOB TITLE CHANGES

| JOB CODE | FROM JOB TITLE | TO JOB TITLE |
|---------------------|--|-----------------------------------|
| 158060 | IMMUNIZATION PROGRAM CONSULTANT TRAINEE | IMMUNIZATION PROGRAM CONSULTANT 1 |
| 158070 | IMMUNIZATION PROGRAM CONSULTANT | IMMUNIZATION PROGRAM CONSULTANT 2 |
| 128760 | BRIDGE OPERATOR 1 | BRIDGE AND LOCK OPERATOR 1 |
| 128680 | BRIDGE OPERATOR 2 | BRIDGE AND LOCK OPERATOR 2 |

EXHIBIT G: RATIFICATION OF JOB SPECIFICATION CHANGES

| JOB CODE | JOB TITLE |
|---------------------|------------------------------------|
| 136570 | REVENUE TAX OFFICER 1 |
| 136580 | REVENUE TAX OFFICER 2 |
| 156540 | ENVIRONMENTAL PROJECT SPECIALIST 1 |
| 156550 | ENVIRONMENTAL PROJECT SPECIALIST 2 |
| 156570 | ENVIRONMENTAL PROJECT SPECIALIST 3 |