



Byron P. Decoteau, Jr., Director

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GENERAL CIRCULAR NUMBER 2019-012

DATE: April 17, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of May 1, 2019 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, May 1, 2019, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9:00 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) AND (D) BELOW REQUIRE 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 Jobs to be Abolished from the Pay Plan (see attached).

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

EXHIBIT E: Ratification of Pay Plan 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 April 26, 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.

Please post this General Circular 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 FEBRUARY 6, 2019 PAY HEARING

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
173890	SEED LABORATORY ANALYST 1	TS	307	I1
173900	SEED LABORATORY ANALYST 2	TS	308	I1
173910	SEED LABORATORY ANALYST 3	TS	309	I1
173920	SEED LABORATORY ANALYST SUPERVISOR	TS	311	I1
173880	LICENSING ANALYST 3	AS	615	F2
173950	LICENSING ANALYST DIRECTOR	AS	618	F2
173930	AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 3	PS	112	F5
173940	AGRICULTURE/FORESTRY ENFORCEMENT MANAGER	PS	117	F5

EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN SINCE THE FEBRUARY 6, 2019 PAY HEARING

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
115860	PARKS ASSISTANT CHIEF OF OPERATIONS	AS	620	AS	621
165270	LICENSING ANALYST 1	AS	611	AS	612
165280	LICENSING ANALYST 2	AS	612	AS	613
165290	LICENSING ANALYST SUPERVISOR	AS	615	AS	616

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

EXHIBIT C: PROPOSED JOB SPECIFICATION CHANGES SINCE THE FEBRUARY 6, 2019 PAY HEARING

JOB CODE	JOB TITLE
115860	PARKS ASSISTANT CHIEF OF OPERATIONS
165270	LICENSING ANALYST 1

JOB CODE	JOB TITLE
165280	LICENSING ANALYST 2
165290	LICENSING ANALYST SUPERVISOR
131650	AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 1
131660	AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 2
131670	AGRICULTURE/FORESTRY ENFORCEMENT SUPERVISOR
168850	AGRICULTURE/FORESTRY ENFORCEMENT PROGRAM DIRECTOR

**EXHIBIT D: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN SINCE THE
FEBRUARY 6, 2019 PAY HEARING**

JOB CODE	JOB TITLE
153080	SEED GERMINATION ANALYST 1
114880	SEED GERMINATION ANALYST 2
157620	SEED GERMINATION ANALYST 3
114900	SEED GERMINATION ANALYST SUPERVISOR
114940	SEED PURITY ANALYST 1
157630	SEED PURTY ANALYST 2
162120	SEED PURITY ANALYST SUPERVISOR
132520	AGRICULTURE/FORESTRY ENFORCEMENT MANAGER 1
131640	AGRICULTURE/FORESTRY ENFORCEMENT MANAGER 2
141950	ENVIRONMENTAL PROGRAM ANALYST 1
141960	ENVIRONMENTAL PROGRAM ANALYST 2
141970	ENVIRONMENTAL PROGRAM ANALYST 3

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

EXHIBIT E: RATIFICATION OF PAY PLAN CHANGES

JOB CODE	JOB TITLE	DESCRIPTION OF PAY PLAN CHANGES
123740	FEDERAL ENERGY PROGRAM MANAGER	JOB TITLE, JOB SPECIFICATION, AND OTHER MISCELLANEOUS CHANGES