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GENERAL CIRCULAR NUMBER 2019-018

DATE: May 23, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes have been made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2019-012](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on May 1, 2019. For an outline of these changes, please refer to the attached Implementation Instructions.

EFFECTIVE DATE OF CHANGES: June 20, 2019

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 June 20, 2019. 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 June 20, 2019. In addition, active eligible lists will no longer be valid after June 20, 2019, 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 Brandy Malatesta, Chief Operating Officer, at (225) 342-8274.

Sincerely,

Byron P. Decoteau, Jr.
State Civil Service Director

IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE MAY 1, 2019 PAY HEARING

NEW JOBS FOR ADDITION TO THE PAY PLAN

Implementation Instructions for New Jobs:

New Job Title to Encompass Existing Job Function – Existing classified positions that currently perform duties that align with these job functions, but are allocated to a job title in another series, are required to be submitted to SCS for job correction. Positions 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.

New Job Concept That Previously Did Not Exist – If there is a new job concept that resulted in the creation of a new job title; these will be created as new positions.

New Level in a Career Progression Group – If the new job title will result in a change in the position's duty assignments, i.e. a 3rd level was created as part of a career progression group, submit the position description to SCS with the new duties reflected. SCS will job correct the position to the highest level in the CPG. The agency can then reallocate, at their discretion, in accordance with their revised agency CPG criteria.

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

JOB PAY GRADE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Pay Grade Changes: Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

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

JOB SPECIFICATION CHANGES

Implementation Instructions for Job Specification Changes: Existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction, as long as the only change for the job code is a change to the job specification.

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

JOBS ABOLISHED FROM THE PAY PLAN

Implementation Instructions for Abolished Jobs: Existing classified positions allocated to these job titles are required to be submitted to SCS for job correction. Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

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 PURITY 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