



Byron P. Decoteau, Jr., Director

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GENERAL CIRCULAR NUMBER 2019-019

DATE: May 23, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of June 5, 2019 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, June 5, 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 EXHIBITS (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).

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 May 30, 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 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 MAY 1, 2019 PAY HEARING

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
173810	PETROLEUM SCIENTIST 1	TS	312	G1
173820	PETROLEUM SCIENTIST 2	TS	314	G1
173830	PETROLEUM SCIENTIST 3	TS	316	G1
173840	PETROLEUM SCIENTIST SUPERVISOR	TS	317	G1
173850	PETROLEUM SCIENTIST MANAGER 1	TS	319	G1
173860	PETROLEUM SCIENTIST MANAGER 2	TS	320	G1
173870	PETROLEUM SCIENTIST ADMINISTRATOR	TS	322	G1
173960	MOTOR VEHICLE COMPLIANCE SUPERVISOR	AS	613	F3
173970	MOTOR VEHICLE OFFICE MANAGER A	AS	615	F3
173980	MOTOR VEHICLE OFFICE MANAGER B	AS	617	F3

EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN SINCE THE MAY 1, 2019 PAY HEARING

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
162430	COMMERCIAL DRIVER'S LICENSE CONSULTANT	AS	613	AS	615
164180	MOTOR VEHICLE MANAGER 1	AS	614	AS	619
164190	MOTOR VEHICLE MANAGER 2	AS	617	AS	620
132470	MOTOR VEHICLE ADMINISTRATOR	AS	620	AS	622

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

**EXHIBIT C: PROPOSED JOB SPECIFICATION CHANGES
SINCE THE MAY 1, 2019 PAY HEARING**

JOB CODE	JOB TITLE
164090	MOTOR VEHICLE COMPLIANCE ANALYST 1
164100	MOTOR VEHICLE COMPLIANCE ANALYST 2
164110	MOTOR VEHICLE COMPLIANCE ANALYST 3
164120	MOTOR VEHICLE COMPLIANCE ANALYST 4
162430	COMMERCIAL DRIVER'S LICENSE CONSULTANT
164180	MOTOR VEHICLE MANAGER 1
164190	MOTOR VEHICLE MANAGER 2
132470	MOTOR VEHICLE ADMINISTRATOR

**EXHIBIT D: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN SINCE THE
MAY 1, 2019 PAY HEARING**

JOB CODE	JOB TITLE
164130	MOTOR VEHICLE COMPLIANCE SUPERVISOR 1
164140	MOTOR VEHICLE COMPLIANCE SUPERVISOR 2
164150	MOTOR VEHICLE OFFICE MANAGER 1
164160	MOTOR VEHICLE OFFICE MANAGER 2
164170	MOTOR VEHICLE OFFICE MANAGER 3
132510	MOTOR VEHICLE DISTRICT MANAGER/FIELD