



Byron P. Decoteau, Jr., Director

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GENERAL CIRCULAR NUMBER 2019-042

DATE: November 22, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of December 4, 2019 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, December 4, 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), (D), AND (E) 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 Title Changes to the Pay Plan (see attached).

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

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

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

EXHIBIT F: 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 November 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. You may direct any comments regarding this proposal to State Civil Service Deputy Director, Christopher Deer, at Chris.Deer@la.gov or 225-342-8272.

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 JULY 10, 2019 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
173990	SURVEYOR 5	TS	317	G1
174000	CORRECTIONS ARDC COMPLIANCE SPECIALIST	SS	415	E2

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE JULY 10, 2019 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
151960	SURVEYOR INTERN 1	TS	309	TS	312
158190	SURVEYOR INTERN 2	TS	310	TS	313
141370	SURVEYOR 3	TS	311	TS	314
166220	SURVEYOR 4	TS	312	TS	316
107920	SURVEYOR SUPERVISOR ¹	TS	315	TS	318
165760	SURVEYOR MANAGER ¹	TS	316	TS	320
165750	SURVEYOR ADMINISTRATOR—DOTD ¹	TS	318	TS	322

¹ – Proposed job title change; see Exhibit C.

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

**EXHIBIT C: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN
SINCE THE JULY 10, 2019 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
107920	SURVEYOR 5	SURVEYOR SUPERVISOR
165760	DOTD LOCATION AND SURVEY ASSISTANT ADMINISTRATOR	SURVEYOR MANAGER
165750	DOTD LOCATION AND SURVEY ADMINISTRATOR	SURVEYOR ADMINISTRATOR—DOTD

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES
SINCE THE JULY 10, 2019 PAY HEARING**

JOB CODE	JOB TITLE
151960	SURVEYOR INTERN 1
158190	SURVEYOR INTERN 2
141370	SURVEYOR 3
166220	SURVEYOR 4
107920	SURVEYOR SUPERVISOR ¹
165760	SURVEYOR MANAGER ¹
165750	SURVEYOR ADMINISTRATOR—DOTD ¹
134000	AGRICULTURE SPECIALIST 1
134010	AGRICULTURE SPECIALIST 2
132600	AGRICULTURE SPECIALIST 3

¹ – Proposed job title change; see Exhibit C.

**EXHIBIT E: PROPOSED MISCELLANEOUS PAY PLAN CHANGES
SINCE THE JULY 10, 2019 PAY HEARING**

JOB CODE	JOB TITLE	FROM CAREER FIELD	TO CAREER FIELD
107920	SURVEYOR SUPERVISOR ¹	7101	7306
165760	SURVEYOR MANAGER ¹	7101	7306
165750	SURVEYOR ADMINISTRATOR—DOTD ¹	7101	7306

¹ – Proposed job title change; see Exhibit C.

Exhibit 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 PAY PLAN CHANGES

JOB CODE	JOB TITLE	DESCRIPTION OF PAY PLAN CHANGES
157780	INSURANCE SPECIALIST 1	JOB SPECIFICATION CHANGES
157790	INSURANCE SPECIALIST 2	JOB SPECIFICATION CHANGES
157800	INSURANCE SPECIALIST 3	JOB SPECIFICATION CHANGES
173270	INSURANCE SPECIALIST 4	JOB SPECIFICATION CHANGES
157810	INSURANCE SUPERVISOR	JOB SPECIFICATION CHANGES
157820	INSURANCE MANAGER	JOB SPECIFICATION CHANGES
157840	INSURANCE ADMINISTRATOR	JOB SPECIFICATION CHANGES