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GENERAL CIRCULAR NUMBER 2019-044

DATE: December 16, 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. 2019-042](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on December 4, 2019. For an outline of these changes, please refer to the attached Implementation Instructions.

EFFECTIVE DATE OF CHANGES: See Implementation Instructions

Position descriptions for affected positions are required to be submitted to SCS within 90 days of the effective date as specified in the implementation instructions. All positions job corrected within the 90-day implementation period will have an effective date as specified in the implementation instructions. 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 pending personnel actions for incumbents occupying positions affected by these changes are completed prior to the effective date as specified in the implementation instructions. In addition, active eligible lists will no longer be valid after the effective date 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 State Civil Service Deputy Director, Chris Deer at Chris.Deer@la.gov or (225) 342-8272.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director

IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE DECEMBER 4, 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	EFFECTIVE DATE
173990	SURVEYOR 5	TS	317	G1	1/15/20
174000	CORRECTIONS ARDC COMPLIANCE SPECIALIST	SS	415	E2	12/23/19

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	EFFECTIVE DATE
151960	SURVEYOR INTERN 1	TS	309	TS	312	1/15/20
158190	SURVEYOR INTERN 2	TS	310	TS	313	1/15/20
141370	SURVEYOR 3	TS	311	TS	314	1/15/20
166220	SURVEYOR 4	TS	312	TS	316	1/15/20
107920	SURVEYOR SUPERVISOR ¹	TS	315	TS	318	1/15/20
165760	SURVEYOR MANAGER ¹	TS	316	TS	320	1/15/20
165750	SURVEYOR ADMINISTRATOR—DOTD ¹	TS	318	TS	322	1/15/20

¹ – Approved job title change

JOB TITLE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Title Changes: Existing classified positions currently allocated to these job codes are required to be submitted to SCS for job correction.

JOB CODE	FROM JOB TITLE	TO JOB TITLE	EFFECTIVE DATE
107920	SURVEYOR 5	SURVEYOR SUPERVISOR	1/15/20
165760	DOTD LOCATION AND SURVEY ASSISTANT ADMINISTRATOR	SURVEYOR MANAGER	1/15/20
165750	DOTD LOCATION AND SURVEY ADMINISTRATOR	SURVEYOR ADMINISTRATOR—DOTD	1/15/20

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	EFFECTIVE DATE
151960	SURVEYOR INTERN 1	1/15/20
158190	SURVEYOR INTERN 2	1/15/20
141370	SURVEYOR 3	1/15/20
166220	SURVEYOR 4	1/15/20
107920	SURVEYOR SUPERVISOR ¹	1/15/20
165760	SURVEYOR MANAGER ¹	1/15/20
165750	SURVEYOR ADMINISTRATOR—DOTD ¹	1/15/20
134000	AGRICULTURE SPECIALIST 1	1/15/20
134010	AGRICULTURE SPECIALIST 2	1/15/20
132600	AGRICULTURE SPECIALIST 3	1/15/20

¹ – Approved job title change

MISCELLANEOUS CHANGES TO THE PAY PLAN

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

JOB CODE	JOB TITLE	FROM CAREER FIELD	TO CAREER FIELD	EFFECTIVE DATE
107920	SURVEYOR SUPERVISOR ¹	7101	7306	1/15/20
165760	SURVEYOR MANAGER ¹	7101	7306	1/15/20
165750	SURVEYOR ADMINISTRATOR—DOTD ¹	7101	7306	1/15/20

¹ – Approved job title change