



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2020-051

DATE: August 20, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of September 2, 2020 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, September 2, 2020, 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 EXHIBITS (C), (D), (E) AND (F) 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 (see attached).

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

EXHIBIT F: Proposed Jobs to be Abolished from the Pay Plan (see attached).

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

EXHIBIT G: 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 August 28, 2020. 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 Christopher.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 DECEMBER 4, 2019 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
174020	CONTAINER CRANE TECHNICIAN 2	WS	216	H4
174010	CRIME LABORATORY TECHNICAL SPECIALIST	TS	314	E6
174030	MEDICAID LTC ANALYST 1	SS	411	E2
174040	MEDICAID LTC ANALYST 2	SS	412	E2
174050	MEDICAID LTC ANALYST 3	SS	414	E2
174060	MEDICAID LTC SPECIALIST	SS	415	E2
174070	MEDICAID LTC SUPERVISOR	SS	416	E2
174080	MEDICAID LTC MANAGER	SS	418	E2
174090	MEDICAID LTC ASSISTANT DIRECTOR	SS	420	E2
174100	MEDICAID LTC DIRECTOR	SS	422	E2

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE DECEMBER 4, 2019 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
156120	CONTAINER CRANE TECHNICIAN 3 ¹	WS	217	WS	218
171110	CONTAINER CRANE TECHNICIAN 4 ¹	WS	218	WS	219
170030	REVENUE TAX ANALYST 1	AS	608	AS	609
170040	REVENUE TAX ANALYST 2	AS	609	AS	610
170050	REVENUE TAX ANALYST 3	AS	611	AS	612

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 DECEMBER 4, 2019 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
156120	CONTAINER CRANE TECHNICIAN 2	CONTAINER CRANE TECHNICIAN 3
171110	CONTAINER CRANE MASTER TECHNICIAN	CONTAINER CRANE TECHNICIAN 4
166510	CRIME LABORATORY ANALYST SUPERVISOR	CRIME LABORATORY SUPERVISOR

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES
SINCE THE DECEMBER 4, 2019 PAY HEARING**

JOB CODE	JOB TITLE
156110	CONTAINER CRANE TECHNICIAN 1
156120	CONTAINER CRANE TECHNICIAN 3 ¹
171110	CONTAINER CRANE TECHNICIAN 4 ¹
156100	CONTAINER CRANE SUPERVISOR
156090	CONTAINER CRANE MANAGER
170190	INTERPRETIVE RANGER 1
170200	INTERPRETIVE RANGER 2
170210	INTERPRETIVE RANGER 3
166480	CRIME LABORATORY ANALYST 1
166490	CRIME LABORATORY ANALYST 2
166500	CRIME LABORATORY ANALYST 3
172900	CRIME LABORATORY ANALYST 4
166510	CRIME LABORATORY SUPERVISOR ¹
166520	CRIME LABORATORY MANAGER
172910	CRIME LABORATORY DEPUTY DIRECTOR

¹ – Proposed job title change; see Exhibit C.

**EXHIBIT E: PROPOSED MISCELLANEOUS CHANGES TO THE PAY PLAN
SINCE THE DECEMBER 4, 2019 PAY HEARING**

JOB CODE	JOB TITLE	FROM	TO
156120	CONTAINER CRANE TECHNICIAN 3 ¹	LEVEL OF WORK: 02 (EXPERIENCED)	LEVEL OF WORK: 03 (ADVANCED)
156090	CONTAINER CRANE MANAGER	SUPV GROUP: 01	SUPV GROUP: 02

¹ – Proposed job title change; see Exhibit C.

**EXHIBIT F: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN
SINCE THE DECEMBER 4, 2019 PAY HEARING**

JOB CODE	JOB TITLE
156180	PETROLEUM ANALYST
156150	PETROLEUM ANALYST ADVANCED
167460	PETROLEUM ANALYST SUPERVISOR
156140	PETROLEUM ANALYST MANAGER

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

EXHIBIT G: RATIFICATION OF PAY PLAN CHANGES

JOB CODE	JOB TITLE	DESCRIPTION OF PAY PLAN CHANGES
173790	BRIDGE INSPECTOR 4	JOB SPECIFICATION CHANGES
173800	BRIDGE INSPECTOR 5	JOB SPECIFICATION CHANGES