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GENERAL CIRCULAR NUMBER 2020-060

DATE: October 27, 2020

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. 2020-051](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on September 2, 2020. Also, where necessary, the Governor has granted approval. For an outline of these changes, please refer to the attached Implementation Instructions.

EFFECTIVE DATE OF CHANGES: NOVEMBER 30, 2020

Position descriptions for affected positions are required to be submitted to SCS within the 90 days following the effective date. All positions job corrected within the 90-day implementation period will have an effective date of November 30, 2020. 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. 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 Chief Operating Officer, Nicole Tucker at Nicole.Tucker@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 SEPTEMBER 2, 2020 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
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

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
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 – 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
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

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
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

JOB CODE	JOB TITLE
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 – 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	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 – Approved job title change