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GENERAL CIRCULAR NUMBER 2020-061

DATE: November 17, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2020-059](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on November 4, 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: DECEMBER 21, 2020

Position descriptions for affected positions as noted in the Implementation Instructions 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 December 21, 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 NOVEMBER 4, 2020 PAY HEARING

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
170110	REVENUE TAX SPECIALIST 1	AS	611	AS	612
170130	REVENUE TAX SPECIALIST 3	AS	614	AS	615
136570	REVENUE TAX OFFICER 1	AS	611	AS	612

JOB TITLE CHANGES TO THE PAY PLAN

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

JOB CODE	FROM JOB TITLE	TO JOB TITLE
126100	PSYCHOLOGIST 1	PSYCHOLOGY POST-DOCTORAL FELLOW

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
126100	PSYCHOLOGIST 1 ¹
126110	PSYCHOLOGIST 2

¹ – Approved job title change; see instructions for Job Title Changes to the Pay Plan.