



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2022-057

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**DATE:** December 22, 2022

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Announcement of January 4, 2023 Pay Hearing

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The State Civil Service Commission will hold a public hearing on Wednesday, January 4, 2023, 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 EXHIBIT (C) 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 Specification Changes to the Pay Plan (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 January 3, 2023. 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 by emailing SCS Compensation Program Manager, Janelle Haynsworth at [janelle.haynsworth@la.gov](mailto:janelle.haynsworth@la.gov) or by calling 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: NEW JOBS PROPOSED FOR ADDITION TO THE PAY PLAN  
SINCE THE PAY HEARING ON DECEMBER 7, 2022**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
175810	IT STATEWIDE SENIOR ADMINISTRATOR	TS	324	C5

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON DECEMBER 7, 2022**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
175180	IT STATEWIDE DEPUTY CIO	TS	324	TS	325

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

**EXHIBIT C: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON DECEMBER 7, 2022**

JOB CODE	JOB TITLE
175170	IT STATEWIDE ADMINISTRATOR 2
175180	IT STATEWIDE DEPUTY CIO