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GENERAL CIRCULAR NUMBER 2023-025

DATE: April 19, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of May 3, 2023 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, May 3, 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 EXHIBITS (C) AND (D) 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).

EXHIBIT D: Proposed Jobs to be Abolished from 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 May 1, 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 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.
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 MARCH 1, 2023**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
175910	CUSTODIAN 3	WS	205	H1
175920	CUSTODIAN SUPERVISOR A	WS	207	H1
175930	CUSTODIAN SUPERVISOR B	WS	210	H1
175940	AGRICULTURAL LABORATORY SCIENTIST 1	TS	309	E6
175950	AGRICULTURAL LABORATORY SCIENTIST 2	TS	310	E6
175960	AGRICULTURAL LABORATORY SCIENTIST 3	TS	312	E6
175970	AGRICULTURAL LABORATORY SCIENTIST SUPERVISOR	TS	314	E6

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON MARCH 1, 2023**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
100250	CUSTODIAN MANAGER	WS	212	WS	213

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 MARCH 1, 2023**

JOB CODE	JOB TITLE
100300	CUSTODIAN 1
100270	CUSTODIAN 2
100250	CUSTODIAN MANAGER

**EXHIBIT D: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN
SINCE THE PAY HEARING ON MARCH 1, 2023**

JOB CODE	JOB TITLE
100280	CUSTODIAN SUPERVISOR 1
100320	CUSTODIAN SUPERVISOR 2
153090	CUSTODIAN SUPERVISOR 3
106630	LAUNDRY WORKER 1
106650	LAUNDRY WORKER 2
106480	HOUSEKEEPER SUPERVISOR
173890	SEED LABORATORY ANALYST 1
173900	SEED LABORATORY ANALYST 2
173910	SEED LABORATORY ANALYST 3
173920	SEED LABORATORY ANALYST SUPERVISOR