



Byron P. Decoteau, Jr., Director

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GENERAL CIRCULAR NUMBER 2023-030

DATE: May 19, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of June 7, 2023 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, June 7, 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 EXHIBIT (A) 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).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (B) 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 B: Proposed Job Specification Changes to the Pay Plan (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (C) REQUIRE RATIFICATION OF ONLY THE STATE CIVIL SERVICE COMMISSION DUE TO PRIOR APPROVAL GIVEN BY THE STATE CIVIL SERVICE DIRECTOR.

EXHIBIT C: 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 June 5, 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 SCSInfo@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
Director

Exhibit 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 MAY 3, 2023**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
175980	STATE PROCUREMENT SPECIALIST	AS	618	A2

Exhibit requiring approval of only the State Civil Service Commission prior to implementation:**EXHIBIT B: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON MAY 3, 2023**

JOB CODE	JOB TITLE
148250	STATE PROCUREMENT ANALYST 1
101550	STATE PROCUREMENT ANALYST 2
148260	STATE PROCUREMENT ANALYST 3
173520	STATE PROCUREMENT SUPERVISOR

Exhibit requiring ratification of only the State Civil Service Commission with prior approval given by the State Civil Service Director for implementation:**EXHIBIT C: RATIFICATION OF PAY PLAN CHANGES**

JOB CODE	JOB TITLE	EFFECTIVE DATE
160680	TRANSPORTATION OPERATIONS MANAGER	5/15/2023