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GENERAL CIRCULAR NUMBER 2023-031

DATE: May 22, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: SCS Restructure 2023 – Modifications to Workflows and Organizational Structure

State Civil Service previously announced an organizational change that resulted in a new set of divisions focused on specific subject matters and functions. On March 20, 2023, SCS began providing services to stakeholders through the new set of divisions. Upon implementation and evaluation of these changes, SCS has realized areas of improvement for our stakeholders and has decided to make a few modifications to workflows and processes to provide even more efficient service.

SCS Division Designations

Effective May 22, 2023, agency requests and workflow processes will be handled by the designated divisions as illustrated in the graphic below.

If your agency is unsure of where to route a request or need assistance with general questions, the HR Program Support Division will serve as a point of contact to assist in routing requests to the most appropriate division.

Compensation

This division will be responsible for serving as a consultative partner with state agencies to determine appropriate strategies and solutions in meeting departmental classification and compensation objectives.

- Job Assessments
- Job Correction Allocations
- Pay Policies
- Compensation Administration Guide
- Dual Career Ladder (DCL) Policies
- Annual Pay Reporting
- Exemption from the Classified Service (Unclassified Positions)
- 6.5(g) & 6.5(c) Exceptions
- Individual Pay Adjustments
- Position Description Allocations

HR Program Support

This division will be responsible for providing guidance and resources to state employees, supervisors/managers, human resource professionals, and agency leaders regarding Civil Service Rules, State and Federal Laws, and human resources policies and procedures.

- Detail to Special Duty Approvals
- Discipline Inquiries
- Job Appointment Extensions
- Extension of Hours (WAE)
- 14.1(p) Exceptions
- Crisis Leave Policies
- Telework Policies
- Performance Evaluation System (PES)
- Overtime
- Layoffs/Layoff Avoidances
- Department Preferred Reemployment list (DPRL)
- Memorandums of Understanding (MOUs)
- Alternate Work Schedules
- Modification/Rescission of Personnel Actions
- Affirmative Action Plans

Talent Acquisition/Workforce Development

This division will be responsible for acting as a resource to state agencies as it relates to posting branding, talent assessments, and efficient use of the current applicant tracking system.

- Job Announcements
- Minimum Qualification Development/Changes
- Competency-Based Assessment Tools
- Hiring Fairs (with Testing and Recruiting Center)
- NEOGOV Training
- Processing of Applications

Paper Agency Operations

This division will serve as a centralized area for all paper agency matters.



STATECIVILSERVICE

Agency Assignments

Agency Assignments/Contacts have been updated and can be found here:

<https://www.civilservice.louisiana.gov/files/divisions/Agency%20Assignments.pdf>

HR Community Meeting Touchpoint

SCS will host a Human Resources Community Touchpoint on Wednesday, May 24, 2023 at 9:30 am to provide additional details on the modifications to workflows and processes and organizational changes. Email SCSInfo@la.gov if you need help registering for the Touchpoint.

Should you have any questions prior to the Human Resources Community Touchpoint, please contact SCS Chief Operating Officer [Nicole Tucker](#) at (225) 342-8264 or SCS Deputy Director [Chris Deer](#) at (225) 342-8272.

Sincerely,

s/Byron P. Decoteau
Director