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## GENERAL CIRCULAR NUMBER 2023-034

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**DATE:** June 5, 2023

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

**SUBJECT:** Changes to the Pay Plan

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Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2023-025](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on May 3, 2023. Also, where necessary, the Governor has granted approval.

### **EFFECTIVE DATE OF CHANGES: JUNE 26, 2023**

The changes outlined in the attached instructions are a result of job assessments as completed by State Civil Service. The official job specifications for the affected jobs will be available on the State Civil Service [Job Information and Test Finder](#) by the close of business on the effective date. If job corrections are required by SCS, position descriptions for affected positions shall be submitted to SCS as soon as possible and no later than 90 days following the effective date. All position descriptions received within the 90-day implementation period shall have an effective date of June 26, 2023. Pay for employees subject to job correction shall be determined in accordance with State Civil Service Rule 6.8.1, Pay Upon Job Correction.

Human Resources professionals at state agencies should carefully review the attached instructions to determine what actions are necessary to implement these changes relative to personnel and positions for their agency. Please note that any pending personnel actions are to be completed prior to the effective date for positions that will be affected by these changes. In addition, active eligible lists will no longer be valid after the effective date for positions that will be 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. Employees on detail to special duty to or from positions that are affected by these changes shall be returned from detail for their detail pay to be recalculated as needed.

If there are any questions concerning the subject matter of this General Circular, you may contact State Civil Service by emailing SCS Compensation Program Manager, Janelle Haynsworth at [SCSInfo@la.gov](mailto:SCSInfo@la.gov) or by calling (225) 342-8272.

Sincerely,

s/Byron P. Decoteau  
Director

## IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARING ON MAY 3, 2023

Please review the following information to determine the applicable instructions for your agency. Significant duty changes should not be present when submitting a position description for job correction. If significant duty changes are required at the time of implementation, it will be necessary to consult with SCS prior to submission. Agencies shall ensure that all appropriate changes for personnel and positions are made in the applicable HR system such as LaGov-HCM, etc.

### NEW JOBS FOR ADDITION TO THE PAY PLAN

#### Implementation Instructions for New Jobs:

**New Job Title to Encompass Existing Job Function** – Existing classified positions that perform duties that align with these job functions, but are currently allocated to a different job title, are required to be submitted to SCS for job correction. These positions shall be subject to job correction even after the 90-day implementation period.

**New Job Concept That Previously Did Not Exist** – Position descriptions may be submitted to establish new positions if there is a new job concept that previously did not exist at the agency.

**New Level in a Career Progression Group** – If the new job title will result in a change in the position's career progression group, i.e. a new level that previously did not exist, SCS will job correct the position to the highest level in the CPG that the duties support. The agency can then reallocate, at their discretion, in accordance with their revised CPG criteria for the position.

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

## JOB PAY GRADE CHANGES TO THE PAY PLAN

### Implementation Instructions for Job Pay Grade Changes:

Employees with a rate of pay below the minimum of their new pay grade shall be increased to the minimum on the effective date in accordance with SCS Rule 6.8.1.

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

## 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.

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

## JOBS TO BE ABOLISHED FROM THE PAY PLAN

### Implementation Instructions for Abolished Jobs:

Existing classified positions allocated to these job titles are required to be submitted to SCS for job correction, unless the positions are no longer needed by the agency. If the positions are no longer needed, action shall be taken by agencies to archive the vacant positions in the applicable HR system by the end of the implementation period. These jobs will be removed from the pay plan by SCS once all incumbents have been job corrected to other job titles.

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