



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111

225.342.8274

scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2023-066

DATE: November 29, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2023-057](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on November 1, 2023. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: JANUARY 8, 2024

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 January 8, 2024. 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 SCSInfo@la.gov or by calling (225) 342-8272.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director

IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARING ON NOVEMBER 1, 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 entered in the applicable HR system such as LaGov-HCM, etc. Employees with a rate of pay below the minimum of their pay grade on the effective date shall be increased to the minimum in accordance with SCS Rule 6.8.1.

NEW JOBS FOR ADDITION TO THE PAY PLAN

Implementation Instructions for New Jobs:

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. The new position will be established as effective on the date assigned to the SCS consultant.

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 Level in a Career Progression Group – If the new job title will result in a change in the existing position's career progression group, i.e. a new level that previously did not exist, the position is required to be submitted to SCS for job correction. 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
176210	DPS POLICE CADET	PS	108	F5
176220	DPS POLICE OFFICER	PS	110	F5
176230	DPS POLICE SENIOR OFFICER	PS	111	F5
176240	DPS POLICE CORPORAL	PS	112	F5
176250	DPS POLICE SERGEANT	PS	113	F5
176260	DPS POLICE LIEUTENANT	PS	115	F5
176270	DPS POLICE CAPTAIN	PS	117	F5
176280	DPS POLICE MAJOR	PS	119	F5
176290	HEALTH INFORMATION COORDINATOR 1	MS	508	A1
176300	HEALTH INFORMATION COORDINATOR 2	MS	509	A1
176310	HEALTH INFORMATION COORDINATOR 3	MS	511	A1
176320	HEALTH INFORMATION SPECIALIST	MS	513	A1

176330	HEALTH INFORMATION CODER	MS	513	A1
176340	HEALTH INFORMATION COORDINATOR SUPERVISOR A	MS	513	A1
176350	HEALTH INFORMATION COORDINATOR SUPERVISOR B	MS	515	A1
176360	HEALTH INFORMATION MANAGER	MS	517	A1
176370	HEALTH INFORMATION DIRECTOR	MS	518	A1
176380	COMMUNICATIONS OFFICER MANAGER	WS	215	H6
176390	COMMUNICATIONS OFFICER ADMINISTRATOR	WS	216	H6

JOB PAY GRADE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Pay Grade Changes:

Existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, job titles noted with a superscript are still required to be submitted for job correction due to the approved job title change for the job code.

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
161060	COMMUNICATIONS OFFICER 3	WS	211	WS	212
171310	COMMUNICATIONS OFFICER SUPERVISOR	WS	213	WS	214
162940	CORRECTIONS GUARD MASTER—THERAPEUTIC	PS	107	PS	108
161340	CORRECTIONS SERGEANT—MASTER	PS	107	PS	108
141480	FIREMAN	PS	105	PS	107
164770	FIREMAN ADVANCED	PS	107	PS	109
164780	FIREMAN SUPERVISOR	PS	110	PS	112
132100	FIRETUG DECKHAND/FIREFIGHTER	PS	104	PS	106
153990	FIRETUG DECKHAND/FIREFIGHTER TRAINEE	PS	103	PS	105
132130	FIRETUG MATE/FIREFIGHTER	PS	106	PS	108
116110	FORESTRY CREW SPECIALIST 1	PS	104	PS	105
116300	FORESTRY CREW SPECIALIST 2	PS	105	PS	106
116290	FORESTRY CREW SPECIALIST LEADER	PS	107	PS	108
171140	FORESTRY CREW SPECIALIST LEADER-HEAVY	PS	108	PS	109
168490	FORESTRY CREW SUPERVISOR	PS	110	PS	111
168500	FORESTRY PARISH ASSISTANT	PS	110	PS	111
131930	GUARD	PS	103	PS	104
131950	GUARD SUPERVISOR	PS	105	PS	106
169140	JUVENILE JUSTICE SPECIALIST 3	PS	107	PS	108
115840	PARK RANGER 1	PS	106	PS	108
115850	PARK RANGER 2	PS	107	PS	109
115830	PARK RANGER SPECIALIST	PS	109	PS	111
169580	POLICE CAPTAIN—A ¹	PS	115	PS	116
169600	POLICE CHIEF—A ¹	PS	118	PS	119
133930	POLICE INVESTIGATOR	PS	110	PS	111

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
169620	POLICE LIEUTENANT—A ¹	PS	113	PS	114
169640	POLICE MAJOR—A ¹	PS	117	PS	118
169660	POLICE OFFICER 1—A ¹	PS	107	PS	108
169680	POLICE OFFICER 2—A ¹	PS	108	PS	109
169700	POLICE OFFICER 3—A ¹	PS	109	PS	110
169720	POLICE SERGEANT—A ¹	PS	111	PS	112
165560	PSC ENFORCEMENT AGENT 1	PS	107	PS	108
165570	PSC ENFORCEMENT AGENT 2	PS	108	PS	109
165580	PSC ENFORCEMENT AGENT 3	PS	109	PS	110
132930	PSC TRANSPORTATION ADMINISTRATOR	PS	116	PS	117
132920	PSC TRANSPORTATION ASSISTANT ADMINISTRATOR	PS	113	PS	114
148190	PUBLIC SERVICE COMMISSION CONSUMER SPECIALIST ¹	PS	111	PS	112
170110	REVENUE TAX SPECIALIST 1	AS	612	AS	613
170120	REVENUE TAX SPECIALIST 2	AS	613	AS	614
170130	REVENUE TAX SPECIALIST 3	AS	615	AS	616
170140	REVENUE TAX SPECIALIST SUPERVISOR	AS	617	AS	618
133730	WILDLIFE ENFORCEMENT CAPTAIN	PS	117	PS	118
133680	WILDLIFE ENFORCEMENT COLONEL	PS	122	PS	123
133650	WILDLIFE ENFORCEMENT LIEUTENANT	PS	115	PS	116
133700	WILDLIFE ENFORCEMENT LIEUTENANT COLONEL	PS	121	PS	122
133750	WILDLIFE ENFORCEMENT MAJOR	PS	119	PS	120
133690	WILDLIFE ENFORCEMENT SERGEANT	PS	113	PS	114

¹ – The job title change for this job is approved; see Job Title Changes to the Pay Plan.

JOB TITLE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Title Changes:

Existing classified positions currently allocated to these job codes are required to be submitted to SCS for job correction.

JOB CODE	FROM JOB TITLE	TO JOB TITLE
169660	POLICE OFFICER 1—A	POLICE OFFICER 1
169680	POLICE OFFICER 2—A	POLICE OFFICER 2
169700	POLICE OFFICER 3—A	POLICE OFFICER 3
169720	POLICE SERGEANT—A	POLICE SERGEANT
169620	POLICE LIEUTENANT—A	POLICE LIEUTENANT
169580	POLICE CAPTAIN—A	POLICE CAPTAIN
169640	POLICE MAJOR—A	POLICE MAJOR

JOB CODE	FROM JOB TITLE	TO JOB TITLE
169600	POLICE CHIEF—A	POLICE CHIEF
148190	PUBLIC SERVICE COMMISSION CONSUMER SPECIALIST	PSC CONSUMER SPECIALIST

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. However, job titles noted with a superscript are still required to be submitted for job correction due to the approved job title change for the job code.

JOB CODE	JOB TITLE
171290	COMMUNICATIONS OFFICER 1
171300	COMMUNICATIONS OFFICER 2
161060	COMMUNICATIONS OFFICER 3
171310	COMMUNICATIONS OFFICER SUPERVISOR
158000	HEALTH INFORMATION SUPERVISOR
169580	POLICE CAPTAIN—A ¹
169600	POLICE CHIEF—A ¹
169620	POLICE LIEUTENANT—A ¹
169640	POLICE MAJOR—A ¹
169660	POLICE OFFICER 1—A ¹
169680	POLICE OFFICER 2—A ¹
169700	POLICE OFFICER 3—A ¹
169720	POLICE SERGEANT—A ¹

¹ – The job title change for this job is approved; see Job Title Changes to the Pay Plan.

JOB 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
147300	POLICE RADIO DISPATCHER

JOB CODE	JOB TITLE
157290	HOSPITAL ADMISSIONS TECHNICIAN 1
157300	HOSPITAL ADMISSIONS TECHNICIAN 2
157310	HOSPITAL ADMISSIONS TECHNICIAN 3
157320	HOSPITAL ADMISSIONS TECHNICIAN 4
157330	HOSPITAL ADMISSIONS TECHNICIAN 5
157340	HOSPITAL ADMISSIONS TECHNICIAN 6
157350	HOSPITAL ADMISSIONS TECHNICIAN 7
157880	HEALTH INFORMATION DIRECTOR 1
157890	HEALTH INFORMATION DIRECTOR 2
157900	HEALTH INFORMATION DIRECTOR 3
157950	HEALTH INFORMATION INPATIENT CODER
157960	HEALTH INFORMATION OUTPATIENT CODER
157970	HEALTH INFORMATION PROCESSOR 1
157980	HEALTH INFORMATION PROCESSOR SUPERVISOR
157990	HEALTH INFORMATION REVIEWER SPECIALIST
159970	HEALTH INFORMATION REVIEWER
171120	HEALTH INFORMATION PROCESSOR 2
171130	HEALTH INFORMATION PROCESSOR 3