



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2023-070

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**DATE:** December 19, 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 Exhibits C through F of [General Circular No. 2023-060](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on December 6, 2023. Also, where necessary, the Governor has granted approval.

### **EFFECTIVE DATE OF CHANGES: JANUARY 22, 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 22, 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](mailto: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 DECEMBER 6, 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 |
|----------|-------------------|-----------|-----------|--------------|
| 176400   | LAND TECHNICIAN 1 | TS        | 307       | G3           |
| 176410   | LAND TECHNICIAN 2 | TS        | 308       | G3           |
| 176420   | LAND TECHNICIAN 3 | TS        | 310       | G3           |

### 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 |
|----------|---|------------|------------|----------|----------|
| 169840   | FACILITY PROJECT PLANNER 1                                    | TS         | 310        | TS       | 311      |
| 169860   | FACILITY PROJECT PLANNER 3                                    | TS         | 313        | TS       | 314      |
| 169870   | FACILITY PROJECT PLANNER 4 <sup>1</sup>                       | TS         | 315        | TS       | 316      |
| 169880   | FACILITY PROJECT PLANNER 5-A <sup>1</sup>                     | TS         | 316        | TS       | 317      |
| 170000   | FACILITY PROJECT PLANNER 5-B <sup>1</sup>                     | TS         | 317        | TS       | 318      |
| 120430   | STATE BUILDINGS ASSISTANT DIRECTOR                            | TS         | 317        | WS       | 223      |
| 156680   | STATE BUILDINGS DIRECTOR                                      | TS         | 319        | WS       | 224      |
| 170350   | STATE FISCAL ANALYST 2  | AS         | 615        | AS       | 616      |
| 170360   | STATE FISCAL ANALYST 3  | AS         | 617        | AS       | 618      |
| 170370   | STATE FISCAL ANALYST 4 <sup>1</sup>                           | AS         | 619        | AS       | 620      |
| 170380   | STATE FISCAL ANALYST 5 <sup>1</sup>                           | AS         | 622        | AS       | 623      |
| 161950   | FACILITY PLANNING AND CONTROL MANAGER <sup>1</sup>            | TS         | 316        | TS       | 317      |
| 119810   | FACILITY PLANNING AND CONTROL SENIOR MANAGER <sup>1</sup>     | TS         | 318        | TS       | 319      |
| 170530   | FACILITY PLANNING AND CONTROL MANAGER-DCL <sup>1</sup>        | TS         | 318        | TS       | 319      |
| 119800   | FACILITY PLANNING AND CONTROL ASSISTANT DIRECTOR <sup>1</sup> | TS         | 320        | TS       | 321      |
| 161940   | FACILITY PLANNING AND CONTROL DIRECTOR <sup>1</sup>           | TS         | 323        | TS       | 324      |
| 155460   | ROADSIDE DEVELOPMENT HERBICIDE APPLICATOR                     | WS         | 213        | WS       | 214      |
| 152580   | ROADSIDE DEVELOPMENT DISTRICT COORDINATOR TRAINEE             | TS         | 310        | WS       | 217      |
| 108620   | ROADSIDE DEVELOPMENT DISTRICT COORDINATOR                     | TS         | 311        | WS       | 218      |
| 108610   | ROADSIDE DEVELOPMENT MANAGER                                  | TS         | 314        | WS       | 219      |

<sup>1</sup> – 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                    |
|----------|------------------------------|---------------------------------|
| 169870   | FACILITY PROJECT PLANNER 4   | FACILITY PROJECT SUPERVISOR     |
| 169880   | FACILITY PROJECT PLANNER 5-A | FACILITY PROJECT MANAGER        |
| 170000   | FACILITY PROJECT PLANNER 5-B | FACILITY PROJECT ADMINISTRATOR  |
| 170370   | STATE FISCAL ANALYST 4       | STATE FISCAL ANALYST SUPERVISOR |
| 170380   | STATE FISCAL ANALYST 5       | STATE FISCAL ANALYST MANAGER    |

| JOB CODE | FROM JOB TITLE                                   | TO JOB TITLE                   |
|----------|--|--------------------------------|
| 161950   | FACILITY PLANNING AND CONTROL MANAGER            | FPC PROJECT MANAGER            |
| 119810   | FACILITY PLANNING AND CONTROL SENIOR MANAGER     | FPC SENIOR PROJECT MANAGER     |
| 170530   | FACILITY PLANNING AND CONTROL MANAGER-DCL        | FPC SENIOR PROJECT MANAGER-DCL |
| 119800   | FACILITY PLANNING AND CONTROL ASSISTANT DIRECTOR | FPC ASSISTANT DIRECTOR         |
| 161940   | FACILITY PLANNING AND CONTROL DIRECTOR           | FPC DIRECTOR                   |

### 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   |
|----------|---|
| 169840   | FACILITY PROJECT PLANNER 1                                    |
| 169850   | FACILITY PROJECT PLANNER 2                                    |
| 169860   | FACILITY PROJECT PLANNER 3                                    |
| 169870   | FACILITY PROJECT PLANNER 4 <sup>1</sup>                       |
| 169880   | FACILITY PROJECT PLANNER 5-A <sup>1</sup>                     |
| 170000   | FACILITY PROJECT PLANNER 5-B <sup>1</sup>                     |
| 170340   | STATE FISCAL ANALYST 1  |
| 170350   | STATE FISCAL ANALYST 2  |
| 170360   | STATE FISCAL ANALYST 3  |
| 170370   | STATE FISCAL ANALYST 4 <sup>1</sup>                           |
| 170380   | STATE FISCAL ANALYST 5 <sup>1</sup>                           |
| 161950   | FACILITY PLANNING AND CONTROL MANAGER <sup>1</sup>            |
| 119810   | FACILITY PLANNING AND CONTROL SENIOR MANAGER <sup>1</sup>     |
| 170530   | FACILITY PLANNING AND CONTROL MANAGER-DCL <sup>1</sup>        |
| 119800   | FACILITY PLANNING AND CONTROL ASSISTANT DIRECTOR <sup>1</sup> |
| 161940   | FACILITY PLANNING AND CONTROL DIRECTOR <sup>1</sup>           |
| 155460   | ROADSIDE DEVELOPMENT HERBICIDE APPLICATOR                     |
| 152580   | ROADSIDE DEVELOPMENT DISTRICT COORDINATOR TRAINEE             |
| 108620   | ROADSIDE DEVELOPMENT DISTRICT COORDINATOR                     |
| 108610   | ROADSIDE DEVELOPMENT MANAGER                                  |

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