



Byron P. Decoteau, Jr., Director

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GENERAL CIRCULAR NUMBER 2025-021

DATE: April 8, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of May 7, 2025 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, May 7, 2025, 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) AND (B) 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).

EXHIBIT B: Proposed Job Pay Grade Changes to the Pay Plan (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (C) AND (D) 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 C: Proposed Job Title Changes to the Pay Plan (see attached).

EXHIBIT D: Proposed Job Specification Changes to the Pay Plan (see attached).

Please review this proposal and furnish us with any comments that you consider pertinent by close of business on May 5, 2025.

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 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 State Civil Service prior to this meeting.

Sincerely,

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

Exhibits requiring approval from both the State Civil Service Commission and the Governor prior to implementation:

**EXHIBIT A: PROPOSED NEW JOBS FOR ADDITION TO THE PAY PLAN
SINCE THE PAY HEARING ON APRIL 2, 2025**

JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
DENTAL ASSISTANT 3	MS	508	E5
NURSING ASSISTANT SUPERVISOR 1	MS	508	E5
NURSING ASSISTANT SUPERVISOR 2	MS	509	E5
VETERANS ASSISTANCE SPECIALIST	SS	415	E2

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON APRIL 2, 2025**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
116400	DENTAL ASSISTANT 1	MS	504	MS	505
116410	DENTAL ASSISTANT 2	MS	505	MS	506
116420	DENTAL ASSISTANT SUPERVISOR	MS	507	MS	510
135950	NURSING UNIT AIDE	MS	502	MS	504
100360	NURSING ASSISTANT 1	MS	504	MS	505
100400	NURSING ASSISTANT 2	MS	505	MS	506
157540	VETERANS ASSISTANCE COUNSELOR 1	SS	410	SS	411
104920	VETERANS ASSISTANCE COUNSELOR 2	SS	411	SS	412
170620	VETERANS ASSISTANCE COUNSELOR 3	SS	412	SS	414
104960	VETERANS ASSISTANCE PARALEGAL COUNSELOR ¹	SS	414	SS	415
170630	VETERANS ASSISTANCE COUNSELOR SUPERVISOR ¹	SS	414	SS	416
104970	VETERANS ASSISTANCE REGIONAL MANAGER ¹	SS	416	SS	418

¹ – Proposed job title change; see Exhibit C.

Exhibits requiring approval of only the State Civil Service Commission prior to implementation:

**EXHIBIT C: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON APRIL 2, 2025**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
104960	VETERANS ASSISTANCE PARALEGAL COUNSELOR	VETERANS ASSISTANCE APPEALS COUNSELOR
170630	VETERANS ASSISTANCE COUNSELOR SUPERVISOR	VETERANS ASSISTANCE SUPERVISOR
104970	VETERANS ASSISTANCE REGIONAL MANAGER	VETERANS ASSISTANCE MANAGER

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON APRIL 2, 2025**

JOB CODE	JOB TITLE
116400	DENTAL ASSISTANT 1
116410	DENTAL ASSISTANT 2
116420	DENTAL ASSISTANT SUPERVISOR
135950	NURSING UNIT AIDE
100360	NURSING ASSISTANT 1
100400	NURSING ASSISTANT 2
157540	VETERANS ASSISTANCE COUNSELOR 1
104920	VETERANS ASSISTANCE COUNSELOR 2
170620	VETERANS ASSISTANCE COUNSELOR 3
104960	VETERANS ASSISTANCE PARALEGAL COUNSELOR ¹
170630	VETERANS ASSISTANCE COUNSELOR SUPERVISOR ¹
104970	VETERANS ASSISTANCE REGIONAL MANAGER ¹

¹ – Proposed job title change; see Exhibit C.