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GENERAL CIRCULAR NUMBER 2025-023

DATE: April 16, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan – Results of the April 2025 Pay Hearing

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2025-016](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on April 2, 2025. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: MAY 12, 2025

The changes outlined in the attached instructions shall be implemented on the effective date by all state agencies. The official job specifications for the new jobs will be available on the State Civil Service [Job Information and Test Finder](#) 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 job corrections for positions affected by these changes shall have an effective date of May 12, 2025. Pay for employees subject to job correction shall be 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. Agencies delaying the implementation of the pay plan changes as provided in this General Circular beyond the 90-day implementation period, including any required job corrections, may be restricted from processing other requests through State Civil Service until the necessary actions to fully implement these changes have been completed.

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 have a job title change. 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 APRIL 2, 2025

The following instructions pertain to job assessments that have been completed by State Civil Service. Refer to each section below to determine if job corrections are required. Please note that 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 that use the LaGov-HCM system may refer to the Entry Guidelines in the [HR Portal](#) for more information on system entry procedures.

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 – Position descriptions for existing classified positions that perform duties that align with these job functions, but are currently allocated to a different job code, are required to be submitted to SCS for job correction.

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 description 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, at their discretion, can then reallocate the incumbent in accordance with the revised CPG criteria for the position.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176505	PARK TECHNICIAN A	WS	205	I2
176506	PARK TECHNICIAN B	WS	206	I2
176507	PARK TECHNICIAN C	WS	208	I2
176508	PARK TECHNICIAN SUPERVISOR	WS	210	I2

JOBS TO BE ABOLISHED FROM THE PAY PLAN

Implementation Instructions for Abolished Jobs:

Position descriptions for existing classified positions allocated to this job title 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. This job will be removed from the pay plan by SCS once all incumbents have been job corrected to other job titles.

JOB CODE	JOB TITLE
115400	PARKS BUILDING AND GROUNDS ATTENDANT