

# State Civil Service Annual Report

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FISCAL YEAR 2017-2018

Byron P. Decoteau, Jr., Director  
Louisiana State Civil Service



STATECIVILSERVICE



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## Letter from the Director

I am pleased to present the Louisiana State Civil Service Fiscal Year 2017-2018 Annual Report. This report includes a snapshot of Louisiana's state government workforce as of June 30, 2018. The goals and mission of State Civil Service are detailed in this report, along with a number of workforce demographics, trends and statistics. The state's workforce is made up of two groups of employees: classified and unclassified. Under the direction of the State Civil Service Commission, our Department has constitutional authority over classified employees. To learn more about classified vs. unclassified employees, readers should refer to Article X of the State's Constitution.

In Fiscal Year 2017-2018, we successfully implemented several rule and policy changes related to Compensation Redesign. Our task now is to monitor the impacts of our Compensation Redesign Initiative. This initiative represents a strategic shift in the manner in which classified state employees are compensated. We are striving to make a better investment in Louisiana. This investment represents a fundamental shift in the way we attract, pay, and retain classified employees. I believe we have developed an effective, fair, and defensible system of compensation for state employees. In order to accomplish this, we are moving to a market-based system in which employees are paid in accordance with the market rates established for jobs they encumber.

A pay structure realigned with our relevant labor market will ensure our state's ability to attract, train and retain a competent, engaged, and productive workforce proficient in providing the services to our citizens as mandated by various constitutional and legislative requirements. Market Based, annual pay increases will not be determined by an arbitrary, static number, but rather by prevailing market conditions. Our objective is to attract top candidates with a competitive entry salary, then train and grow competencies while providing tiered, responsible increases aimed at moving the employee to market value within a time frame conducive to retaining employees.

Preventing sexual harassment surfaced as a dominant theme throughout the legislative sessions in Fiscal Year 2017-2018. In response to growing concerns across the nation and in our state, the Governor assembled a task force to study the issue and recommend best practices along uniform, consistent sexual harassment prevention policy for public servants across the state. Concurrently, the legislature moved several bills through the process, all with the goal of establishing processes and procedures for preventing sexual harassment. Ultimately, these separate pieces of legislation were merged into Act 270 of the 2018 legislative session. As required in Act 270, State Civil Service has accepted the responsibility for creating new courses designed to educate public servants on the types, impacts, and prevention of sexual harassment in the workplace. I am very proud of the work put into these courses and look forward to their release in January of 2019.

Legislative leaders were able to compromise on a modest sales tax proposal in order to stabilize our budget. We look forward to the coming Fiscal Year with hope we may avoid shortfalls and mid-year budget cuts. We will strive to ensure state employees remain at the forefront of the conversation as the leaders of our state plan our path forward in the near future.

At State Civil Service, we recognize the value of our state employees (both classified and unclassified) and we will continue to strive to provide innovative and efficient human resources programs that enables our state agencies to build and retain qualified staff that will work toward providing services to our citizens and attracting new business to Louisiana. State employees are responsible for bringing to life the vision of Louisiana. As a leader in state government and a citizen myself, I am thankful for their service.

I would, again, like to thank the State Civil Service Commission for their continued dedication and support to our Department and the classified workforce. The Commission remains committed to supporting the Department's initiatives to work closely with state agencies to provide a fast, effective, low-cost human resources system that ensures quality results and accountability to the public interest. Please take a moment to review our annual report and visit our website at [www.civilservice.la.gov](http://www.civilservice.la.gov) to learn more about our department. To learn more about Louisiana State government visit [www.louisiana.gov](http://www.louisiana.gov).

Byron P. Decoteau, Jr.  
State Civil Service Director  
December 5, 2018

# About our Agency

## ABOUT OUR AGENCY

State Civil Service is the central human resources agency for the state of Louisiana. We promote the understanding that the most critical factor in determining the success of Louisiana state government is its workforce. Our chief responsibility is to ensure the state is equipped with innovative workforce solutions designed to meet the unique needs of each state agency's mission.

As both a regulatory and consultative agency, we provide systems and services that will enable state agencies to make merit-based, quality decisions regarding the hiring, development and retention of skilled and capable individuals.

Our policies are guided by the provisions of Article X of the Louisiana State Constitution and are implemented in a manner, which is both efficient as possible and cost effective to the citizens of Louisiana. Such policies are founded upon the principles of equal pay for equal work, equal opportunity, ability based employment and promotion, and freedom from political influence.

Our vision at State Civil Service is to set the standard of excellence in providing strategic state government workforce solutions.

## SCS AGENCY VALUES

### **INTEGRITY**

We believe that there is nothing more important than our reputation. Integrity is at the core of everything we do. We are honest and ethical because trust is key to the relationships with our stakeholders.

### **CUSTOMER COMMITMENT**

We acknowledge every stakeholder as a customer. We are committed to anticipating their needs and proactively defining solutions.

### **INNOVATION**

We believe in building a strong workforce. We embrace the discovery of what is possible and shape opportunities that enable action, even if it involves risk and failure.

### **ACCOUNTABILITY**

We take responsibility for our actions as individuals, as team members and as an organization. We work together, support one another and never let the customers or our co-workers down.

# SCS Commission

The State Civil Service Commission is a seven-member body that has final authority over the administration of the State Civil Service system. The Commission serves as an impartial review board that enacts and adjudicates State Civil Service Rules to regulate state personnel activities, and hears appeals from classified state employees and agencies. Commission meetings and hearings are held monthly and are open to the public. Six of the Commission members are appointed by the governor; the seventh is an employee representative elected by fellow state employees. Each member serves a six-year term. When choosing an appointed member, the Governor must select from a list of three people nominated by the president of one of the state's major private universities. Current members of the Commission are listed below.

To contact Commission members, call the Department of State Civil Service at (225)342-8272 or reach them via email at [civilservicecommission@la.gov](mailto:civilservicecommission@la.gov).

## STATE CIVIL SERVICE COMMISSION MEMBERS FOR FY 2017-2018

<b>Name</b>	<b>Nominated By</b>	<b>Term Expires</b>	<b>Congressional District</b>
David L. Duplantier, Chairman	Loyola University	12/10/2018	1 <sup>st</sup>
D. Scott Hughes, Vice-Chairman	Centenary College	12/10/2022	4 <sup>th</sup>
John McLure	Louisiana College	12/10/2018	5 <sup>th</sup>
Curtis "Pete" Fremin	Employee Representative	05/01/2023	5 <sup>th</sup>
G. Lee Griffin	Tulane University	12/10/2022	6 <sup>th</sup>
Ronald M. Carrere Jr.	Xavier University	12/10/2022	2 <sup>nd</sup>
Jo Ann Nixon	Dillard University	12/10/2020	3 <sup>rd</sup>

## Department Goals

Provide effective Human Resources (HR) leadership driven by policies that effect transparent and accountable HR practices; resulting in employers having the key tools and skills needed to ensure that employees are empowered and equipped to accomplish the organization's desired outcomes and goals.

Provide a prompt, inexpensive system for resolving removal, discipline, rule violation, and discrimination cases that satisfies due process requirements.

Utilize technology to improve the productivity and effectiveness of State Civil Service and its user agencies.

Provide workforce development services and an objective evaluation of the human resource practices used by state agencies to manage their classified workforce. [Louisiana Constitution, Article X]

Administer the classification and compensation systems by developing and implementing flexible job evaluation and pay policies and practices that can be adapted to meet agencies' unique requirements.

Create and administer programs, rules, assistance procedures and training that promote, encourage, and enhance effectiveness, efficiency, and accountability in state agencies and their employees.

Provide processes and policies that enable state agency managers to fill vacant positions with highly qualified applicants in a timely fashion and in accordance with legal and professional standards.



# Organizational Structure

The Department of State Civil Service is comprised of the following major divisions.

## **Administration**

Includes the Director's Office and management and finance. Provides fiscal, budgeting and personnel services for the Department, and through a shared services agreement, the division also performs these functions for three other state agencies, the Division of Administrative Law, the Ethics Administration and Municipal Fire and Police. In addition, personnel services are provided for the Board of Tax Appeals.

## **Accountability**

Provides an objective evaluation of the human resource practices used by state agencies to manage the classified work force. It assesses the effectiveness of those practices and the overall adherence to merit principles and compliance with Civil Service Rules.

## **Appeals**

Serves as the clerk of court for the State Civil Service Commission by receiving employee appeals of disciplinary actions or allegations of discrimination, scheduling hearings, issuing subpoenas and compiling the record if judicial review is sought. The Appeals Division staff attorneys also hear and decide cases for the Commission.

## **Compensation**

Designs and maintains the classification and pay system used to allocate agency jobs based on internal and external equity. Also analyzes labor market trends to recommend compensation strategy, organizational design and the overall classification of state employees.

## **Employee Relations**

Provides consultation to state employees, supervisors, managers, human resources professionals and state executives regarding Civil Service Rules, State and Federal Laws, and human resources policies and procedures.

## **Management Information Services**

Is comprised of two teams – Applications and Data Management (MIS-ADM) and Information Technology (MIS-IT). The MIS-ADM team is responsible for the development and support of applications that serve the Department, Human Resource offices statewide and the public (through the SCS Web Site). This team is also responsible for the collection, analysis and reporting of data in regards to the State's workforce and the storage of the Department's records and reports. The MIS-IT team provides computer support services and is responsible for all components of our technical infrastructure.

## **Staffing**

Provides agencies with recruiting, selection and workforce planning services and training, and manages the state's electronic vacancy posting and application system, "LA Careers."

## **Talent Development**

Manages the Comprehensive Public Training Program, which provides multimodal training and performance support for all classified employees. Serves as human performance improvement consultants for state agencies. Provides organizational and workforce development services for state agencies, including competency analysis, employee selection and development activities and workforce planning assistance.

# SCS Notable Accomplishments

## PRESS RELEASE 3.5.18

Louisiana State Civil Service launches social media campaign

## GENERAL CIRCULAR 2018-018

Market Adjustment Implementation Guidelines

## GENERAL CIRCULAR 2018-012

Updated Professional Trainer Certificate Program

## GENERAL CIRCULAR 2018-008

State Employee Recognition Week 2018

## GENERAL CIRCULAR 2017-049

Compensation Redesign – Transition Guidelines

## GENERAL CIRCULAR 2017-036

Compensation Redesign Calculator

## GENERAL CIRCULAR 2017-034

Approved Changes to Chapters 10, 15 and 17 of the Civil Service Rules

## GENERAL CIRCULAR 2017-027

Compensation Redesign Plan - Employee Educational Outreach

# SCS Notable Accomplishments

<b>Accountability Division</b>	1,920	hires and promotions audited in LA Careers Applicant System
	99	Human Resources Program Evaluations conducted
	12	investigations requests
<b>Appeals Division</b>	113	appeals received (filed and remanded)
	73	hearings conducted
<b>Compensation Division</b>	79	agency pay policies approved
	219	job studies completed
	124	requests for unclassified authority approved (CSR 4.1 (d)2)
	1,624	requests for temporary unclassified authority approved (CSR 4.1 (d)1)
	11,502	classified positions allocated
	100%	% of classified positions allocated within timeframe
	5	business re-organization plans approved
<b>Employee Relations Division</b>	192	desk audits of classified positions conducted
	0	layoff avoidance plans approved*
	10	layoff plans approved
	1,729	contracts reviewed
<b>Information Services Division</b>	74	affirmative action plans reviewed by SCS
	100%	percentage of overall systems availability
<b>Pay Plan Information</b>	2,033	classified job titles at the close of FY17-18
	159 (.41%)	classified employees at pay range maximum at the close of FY17-18
	25 (.07%)	classified employees above pay range maximum at the close of FY17-18
<b>Staffing Division</b>	104,935	subscriptions to job interest cards by job seekers
	450,609	job applications received
	12,436	pre-employment tests administered
	8,520	classified vacancies announced by state agencies LA Careers site
	780	unclassified vacancies announced by state agencies LA Careers site
<b>Talent Development Division</b>	112,711	students completing online courses
	5,415	students taught through instructor-led courses
	120	agency specific courses taught by request
<b>Testing and Recruiting Center</b>	12,436	pre-employment tests administered
	13	job fairs/recruiting events attended
<b>Website</b>	764,793	homepage hits on <a href="http://www.civilservice.la.gov">www.civilservice.la.gov</a>
	510,624	homepage hits accessed by mobile device
	6,621	average number of web visitors per day

\*Performance Adjustments were suspended for FY 17-18.

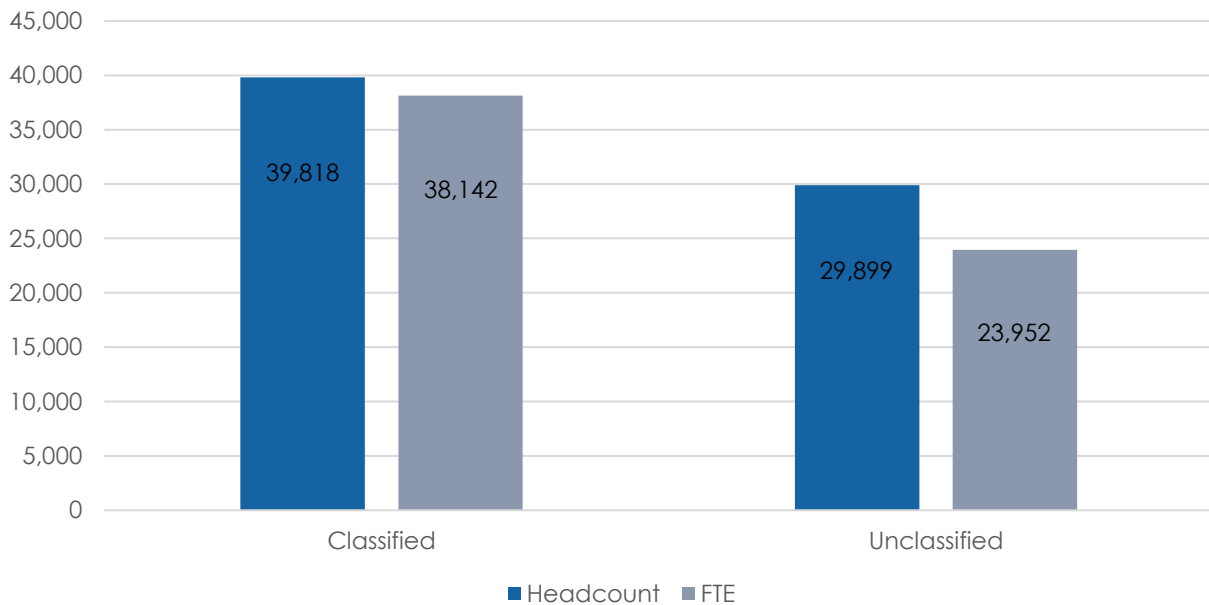
# Workforce Demographics

## STATEWIDE EMPLOYEE COUNT: CLASSIFIED vs. UNCLASSIFIED

The chart below depicts the headcount and full-time equivalence (FTE) of classified employees vs. unclassified employees in Louisiana's state government workforce.

- A classified employee provides services to and for the State or any of its instrumentalities.
- Unclassified employees are specifically named in Article X of the Constitution and include, but are not limited to: elected officials, gubernatorial appointees, teaching and professional staff at universities, and members of the military.

State Civil Service has governing authority over classified employees only.



**Headcount:** Represents the actual number of employees.

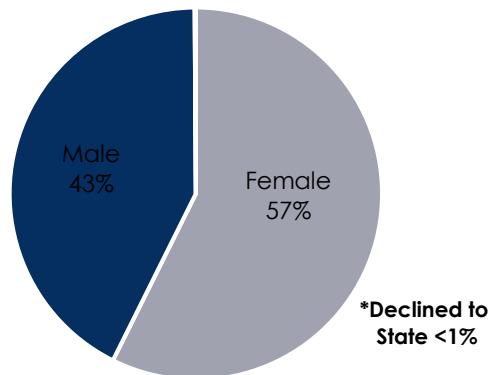
**FTE:** Represents the full time or part time assignment of employees. The FTE is .50 for an employee hired to work 20 hours per week. An agency with two employees (headcount) working each 20 hours per week = 1 FTE.

# Workforce Demographics

The following information reflects the demographics of the 69,717 employees of Louisiana state government at the end of Fiscal Year 2017-2018. Data includes both classified and unclassified employees.

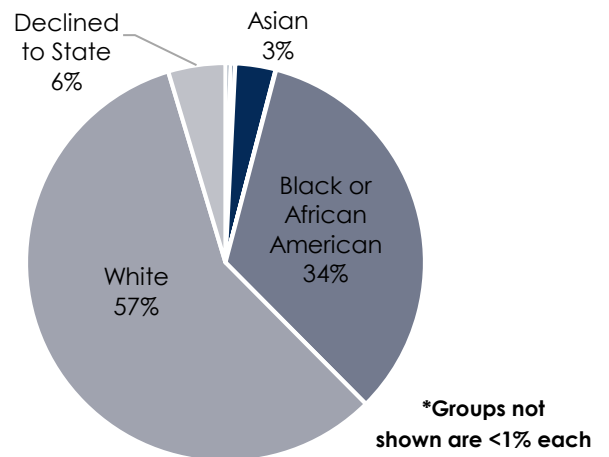
## Statewide Gender Headcount

Gender	Count
Female	39,982
Male	29,663
Declined To State	72



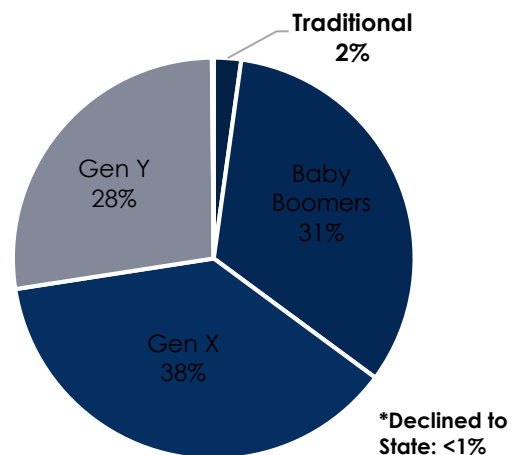
## Statewide Race Headcount

Race	Count
American Indian or Alaskan Native*	276
Multi-Racial	265
Asian	1,780
Native Hawaiian	29
Black or African American	23,776
White	39,603
Declined To State	3,988



## Statewide Generation Headcount

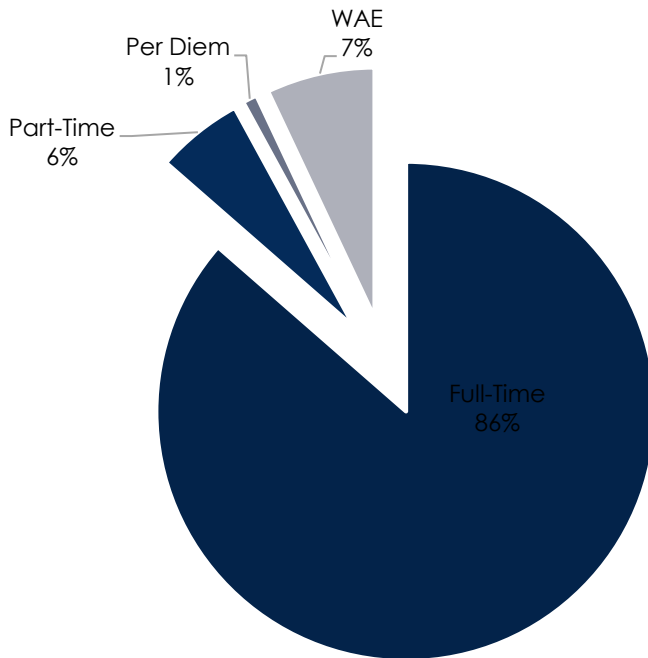
Generation	Count
Traditional Workers (born before 1946)	1,368
Baby Boomers (1946-1964)	21,945
Generation X (1965-1980)	26,799
Generation Y and on (born after 1980)	19,564
Declined To State	41



# Workforce Demographics

## Statewide Employee Headcount by Employee Group

Includes Classified and Unclassified Employees



Employee Group	Count
Full-Time	60,255
Part-Time	3,923
Per Diem	654
WAE	4,885

Employee group is determined by an employee's full time equivalency (FTE) percent. A full time employee has a 100% FTE percent while a part-time employee will have less than 100% FTE on a regular basis. A Per Diem designation is assigned to an employee paid by a daily stipend. A WAE (While Actually Employed) designation is given when an employee's position involves duties considered seasonal, temporary or intermittent.

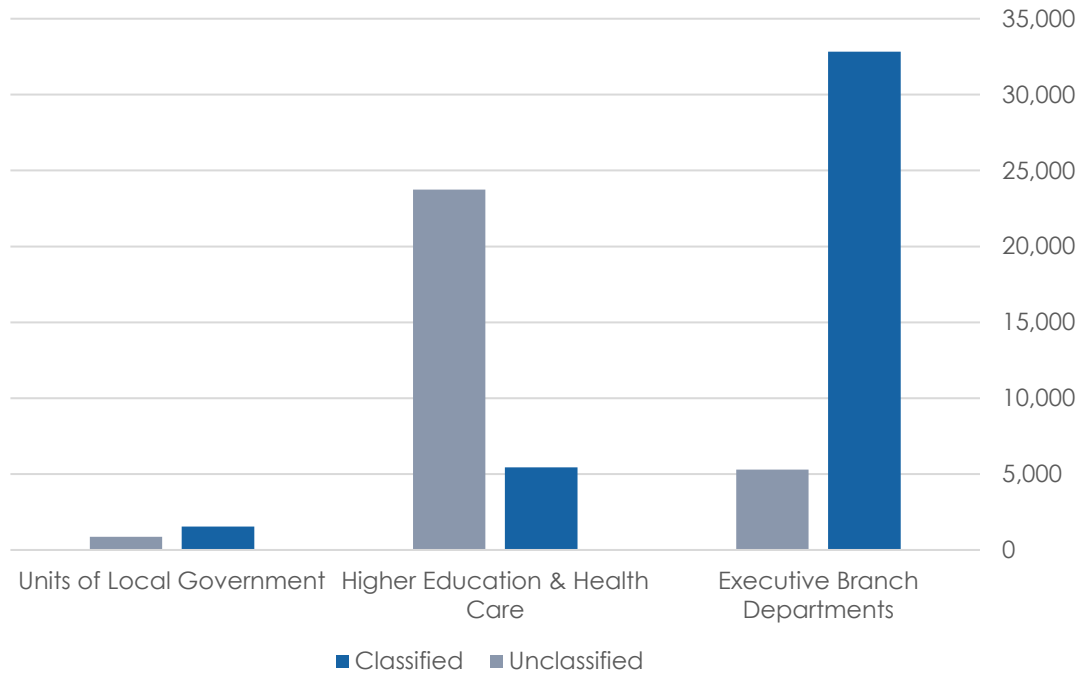
## 46...Average age of Classified Employee

## 47...Average age of Unclassified Employee

# Workforce Demographics

## Statewide Employee Headcount by Agency Type

Includes Classified and Unclassified Employees



At the close of Fiscal Year 2017-2018, Louisiana state government employed 69,717 employees. This workforce consisted of 39,818 classified employees and 29,899 unclassified employees. Employees are categorized by agency in which they are employed. The graph above and the chart below depict the number of employees by agency type: Executive Branch Departments, Higher Education<sup>1</sup> and Health Care<sup>2</sup> and Units Local of Government<sup>3</sup>.

Agency Type	Classified Headcount	Unclassified Headcount
Executive Branch Departments	32,827	5,288
Higher Education & Health Care	5,443	23,744
Units of Local Government	1,548	867

1. Higher Education: includes Universities, Community Colleges, Technical Colleges, and Health Care Services.
2. Health Care Services: includes Medical Centers and the Louisiana State University Health Services Division.
3. Units of Local Government: includes employees of local governments who are subject to State Civil Service Rules.

# Department Headcounts

The following table represents the headcount (classified and unclassified) by Department at the close of FY17-18. Headcount is considered the number of actual employees.

Category	Department or Agency Type	Employees
Executive Branch	Louisiana Department of Health	7,756
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,946
Executive Branch	Department of Transportation & Development	4,327
Executive Branch	Executive Department (including DOA, Gov's Office, Nat'l Guard, GOHSEP, OCPD, OGB, OFI, etc.)	3,926
Executive Branch	Department of Children & Family Services	3,593
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,785
Executive Branch	Department of Education	1,478
Executive Branch	Department of Culture, Recreation & Tourism	1,078
Executive Branch	Louisiana Workforce Commission	958
Executive Branch	Department of Wildlife & Fisheries	855
Executive Branch	Department of Veterans' Affairs	837
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	804
Executive Branch	Department of Revenue	747
Executive Branch	Department of Environmental Quality	730
Executive Branch	Department of State (includes Registrars of Voters)	724
Executive Branch	Department of Agriculture	598
Executive Branch	Department of Justice	565
Executive Branch	Retirement Systems(LASERS, Teachers, School Employees, State Police)	329
Executive Branch	Department of Natural Resources	304
Executive Branch	Civil Service Agencies; SCS, Ethics, Division of Administrative Law, Municipal Fire & Police	243
Executive Branch	Department of Insurance	225
Executive Branch	Department of Economic Development	117
Executive Branch	Public Service Commission	83
Executive Branch	Department of Treasury	72
Executive Branch	Lieutenant Governor's Office	19
Executive Branch	Independent	16
Higher Ed & Health Care	Higher Education	28,730
Higher Ed & Health Care	Health Care Services	457
Quasi-State Agencies	Housing Authorities	1,177
Quasi-State Agencies	Ports, Levee Boards	1,214
Quasi-State Agencies	Louisiana Law Institute	8
Quasi-State Agencies	Executive Department	14
Quasi-State Agencies	Independent	2



# Department Full Time Equivalents

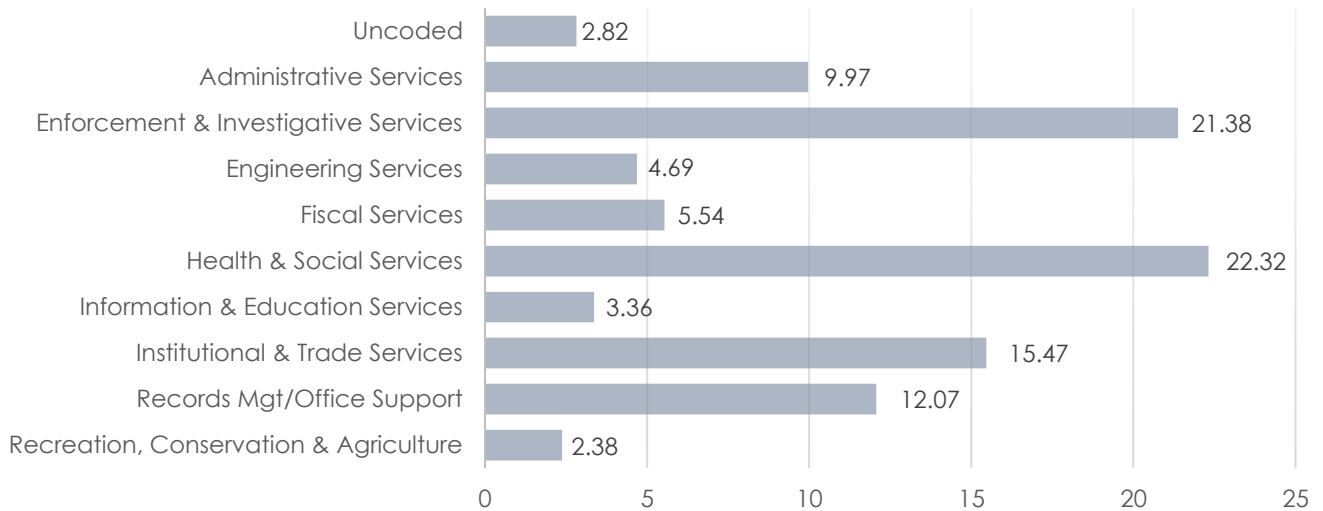
The following table represents the number of Full Time Equivalents (FTE) by Department (classified and unclassified) at the close of FY17-18.

Category	Department or Agency Type	FTE Value
Executive Branch	Louisiana Department of Health	7,046.23
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,757.30
Executive Branch	Department of Transportation & Development	4,274.00
Executive Branch	Executive Department (including DOA, Gov's Office, Nat'l Guard, GOHSEP, OCP, OGB, OFI, etc.)	3,531.18
Executive Branch	Department of Children & Family Services	3,496.50
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,621.55
Executive Branch	Department of Education	1,327.83
Executive Branch	Louisiana Workforce Commission	863.12
Executive Branch	Department of Wildlife & Fisheries	809.74
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	782.75
Executive Branch	Department of Veterans' Affairs	756.50
Executive Branch	Department of Environmental Quality	693.50
Executive Branch	Department of Revenue	680.65
Executive Branch	Department of Culture, Recreation & Tourism	632.95
Executive Branch	Department of Agriculture	575.50
Executive Branch	Department of Justice	529.88
Executive Branch	Department of State (includes Registrars of Voters)	528.60
Executive Branch	Retirement Systems(LASERS, Teachers, School Employees, State Police)	295.55
Executive Branch	Department of Natural Resources	285.00
Executive Branch	Department of Insurance	216.50
Executive Branch	Civil Service Agencies (SCS, Ethics, Division of Administrative Law, Municipal Fire & Police)	170.00
Executive Branch	Department of Economic Development	110.50
Executive Branch	Public Service Commission	81.50
Executive Branch	Department of Treasury	53.50
Executive Branch	Lieutenant Governor's Office	17.10
Executive Branch	Independent	3.00
Higher Ed & Health Care	Higher Education	24,802.16
Higher Ed & Health Care	Health Care Services	411.80
Quasi-State Agencies	Ports, Levee Boards	1,002.37
Quasi-State Agencies	Housing Authorities	730.64
Quasi-State Agencies	Independents	2.00
Quasi-State Agencies	Executive Department	1.50
Quasi-State Agencies	Legislative	2.50

# Classified Service Statistics

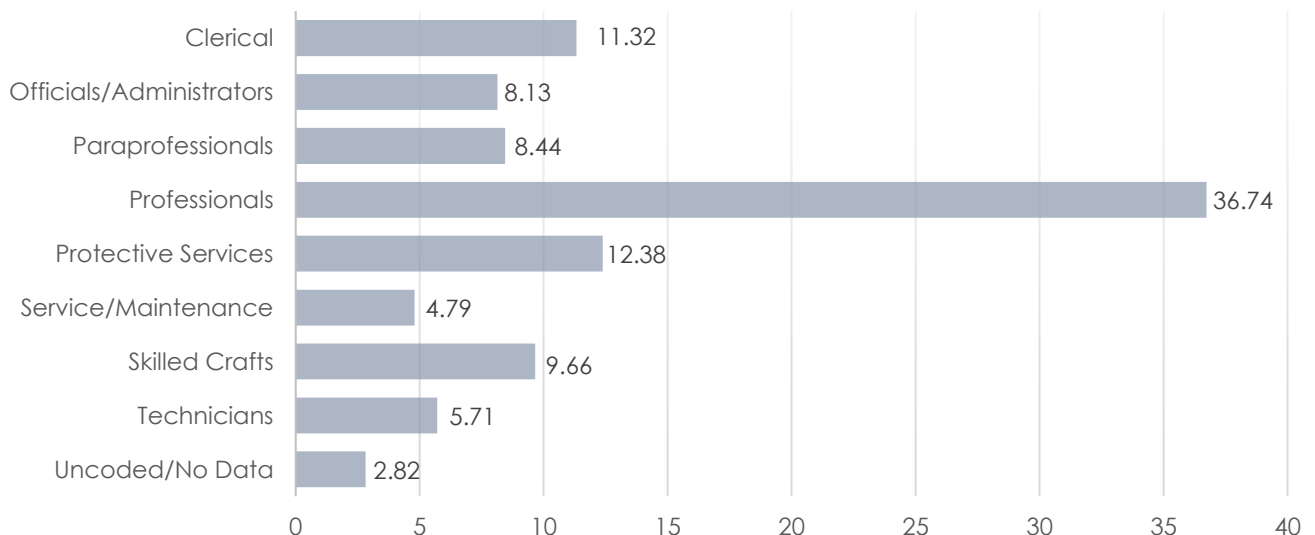
## Classified Employees by Occupational Group

The graph below depicts the occupational groups of classified state employees at the close of FY17-18.



## Classified Employees by EEO-4 Category

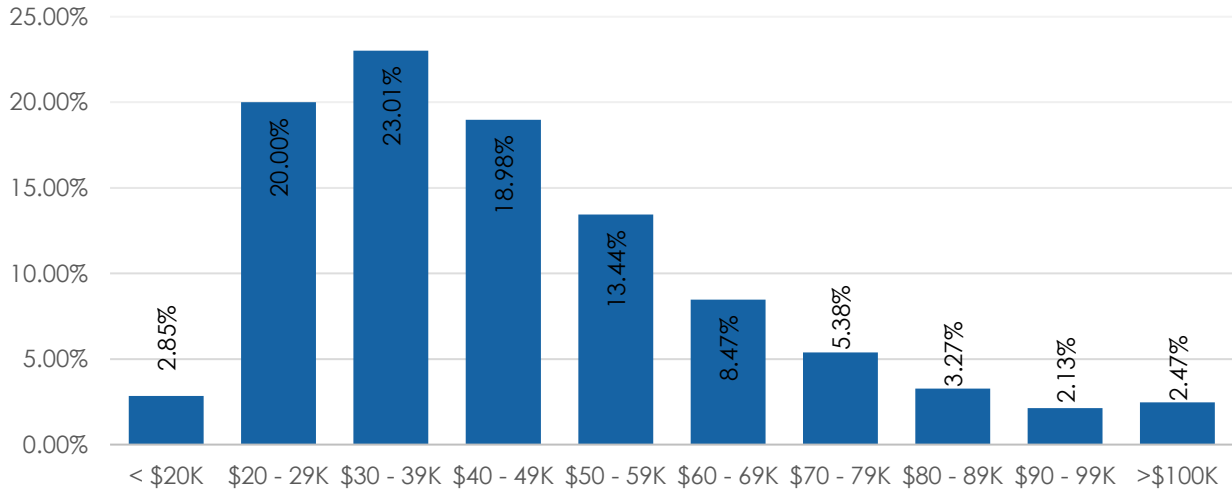
Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. The graph below depicts the state's classified workforce by EEO-4 category at the close of FY17-18.



# Classified Service Statistics

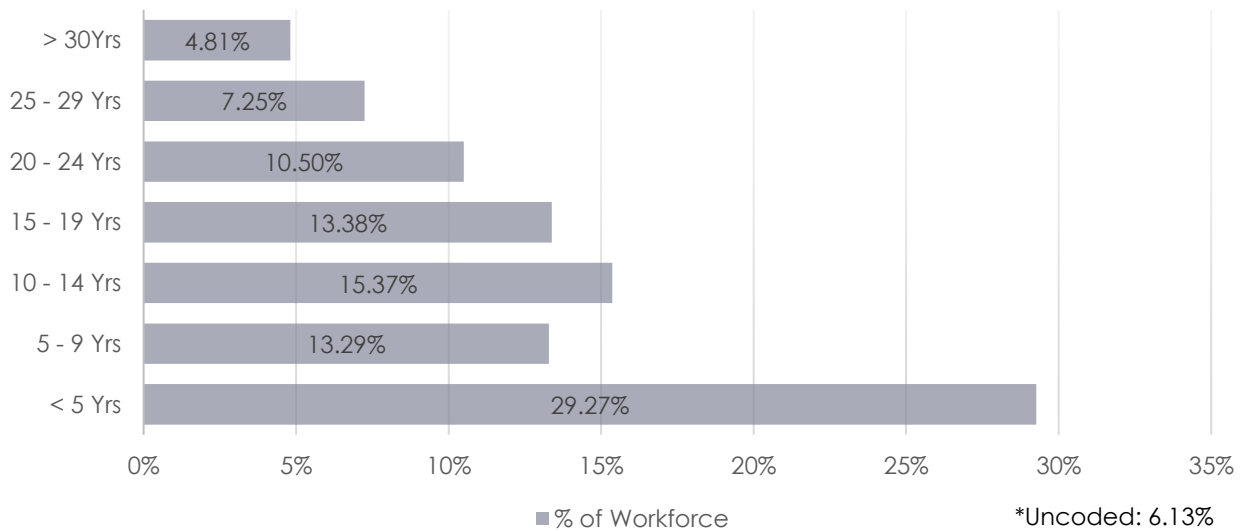
## Salary Distribution of Full-Time Classified Employees

The graph below represents the salary distribution of classified state employees. As depicted in the chart, more than 45 percent of the classified workforce has an annual salary of less than \$40,000.



## Length of Service – Classified Employees

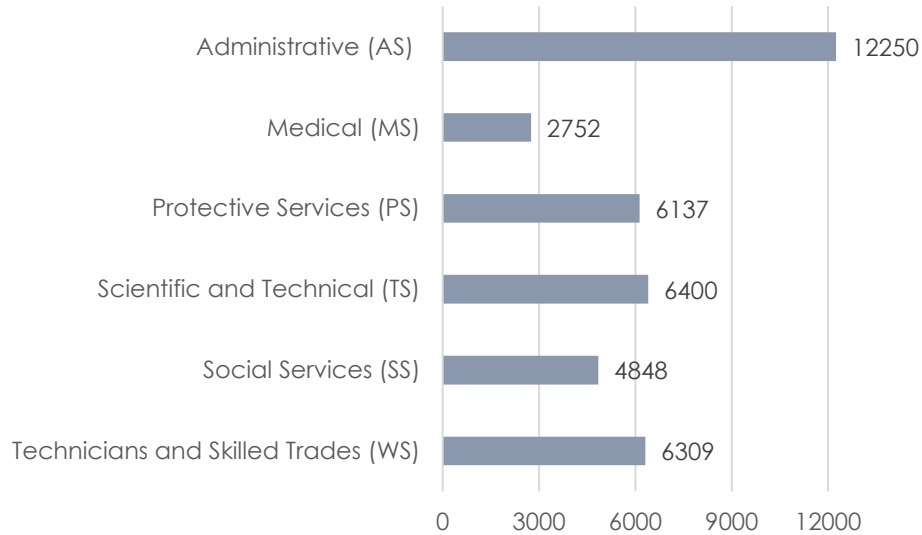
The data represented below indicates that at the close of FY 17-18, over 42 percent of classified employees had less than ten years of state service. Career service employees with more than twenty years of service comprised of approximately 23 percent of the workforce.



# Classified Service Statistics

## Number of Classified Employees by Pay Schedule

The graph below represents the number of classified state employees by pay schedule at the close of FY 17-18.

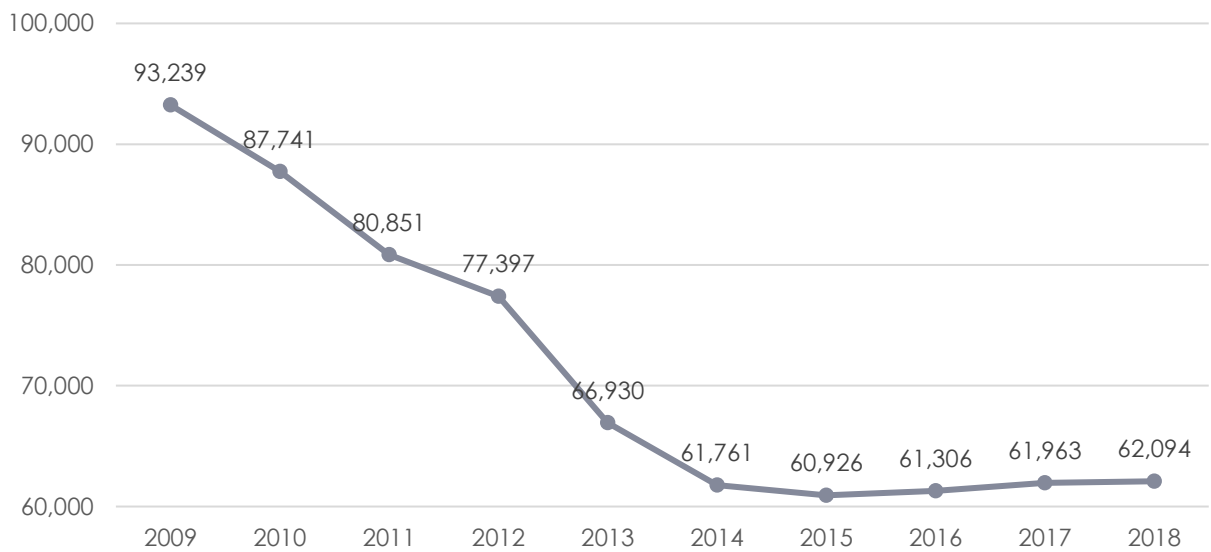


**\*\*Note:** The number of classified employees by pay schedule does not include employees of Louisiana State Police.

# Workforce Trends

## FTE Employment Levels

The chart below depicts employment levels in Louisiana state government from Fiscal Year 2009 to Fiscal Year 2018. It represents the total Full-Time Equivalents for both classified and unclassified.



<b>Trend of State Employment Levels 2009 – 2018</b>									
(Total Full-Time Equivalents – Classified & Unclassified)									
<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
93,239	87,741	80,851	77,397	66,930	61,761	60,926	61,306	61,963	62,094

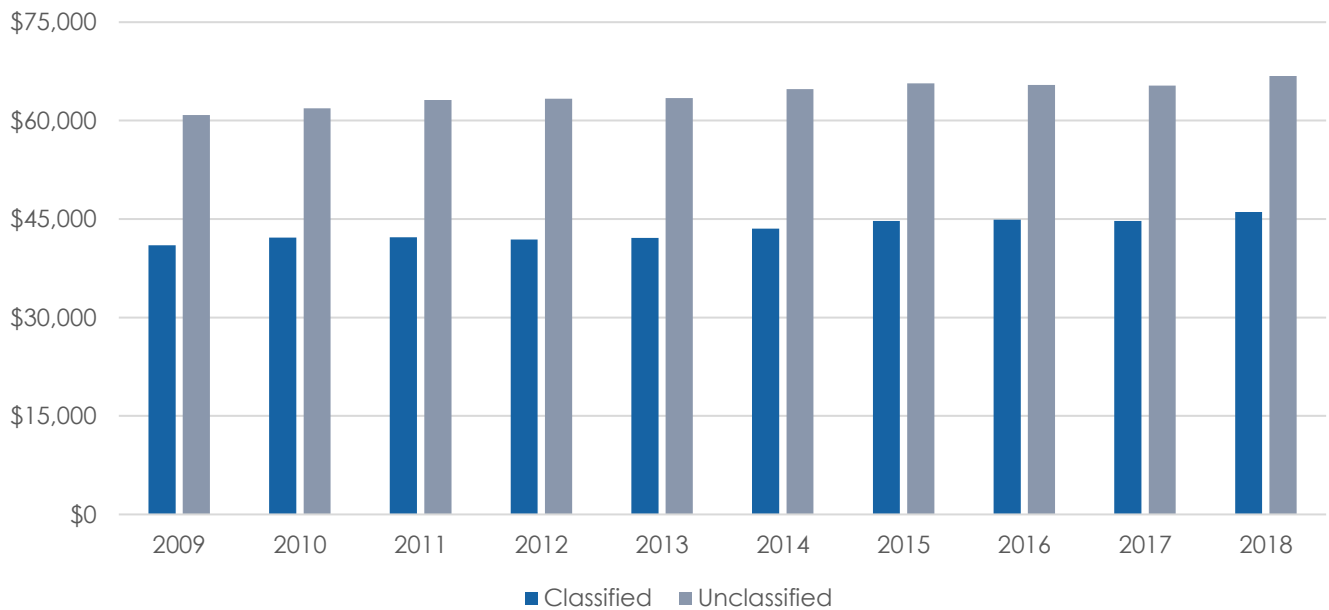
# Workforce Trends

## Average Annual Pay Rate

The chart below depicts the average annual pay rate of for full-time classified employees compared to full-time unclassified employees.

\*Note: The annual rates of pay do not include rates of pay for State Police.

Fiscal Year 2017-2018  
**CLASSIFIED: \$46,102 vs. UNCLASSIFIED: \$66,816**



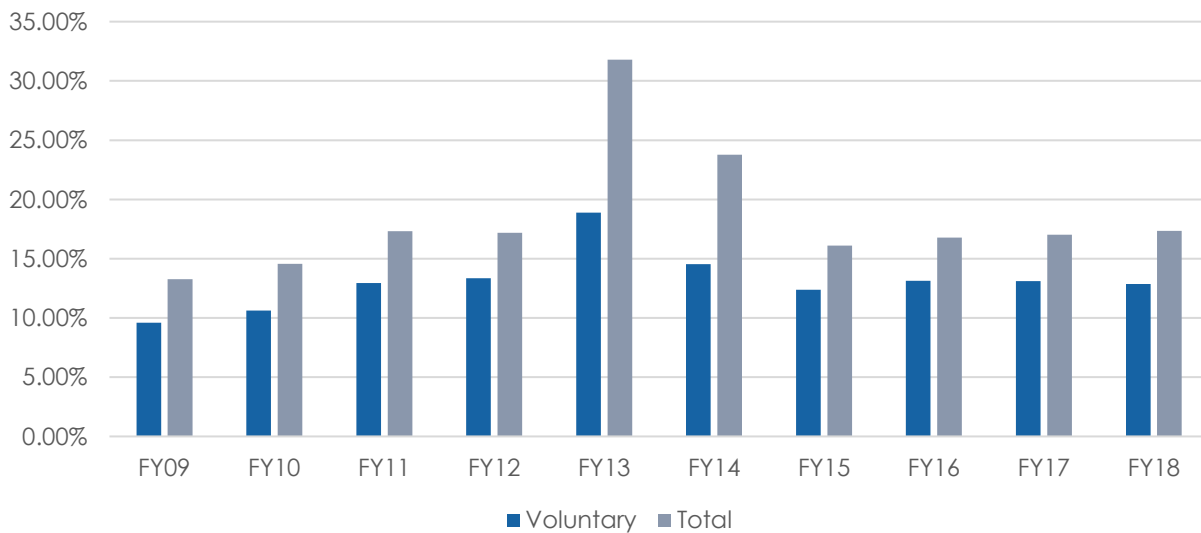
Trend of Average Annual Pay Rates for Full-Time Employees										
(does not include State Police)										
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Classified</b>	\$40,988	\$42,187	\$42,208	\$41,864	\$42,140	\$43,525	\$44,738	\$44,907	\$44,737	\$46,102
<b>Unclassified</b>	\$60,854	\$61,861	\$63,130	\$63,337	\$63,426	\$64,784	\$65,694	\$65,414	\$65,357	\$66,816

# Classified Employee Turnover

The data presented in the graph below is based on an analysis of the number of classified employees serving in non-temporary positions who separated from state service during each fiscal year presented. This data does not reflect the following: separations of unclassified employees, separations of temporary classified employees and transfers from one state agency to another.

The data represents Voluntary Turnover, (separation from state service due to resignation, retirement or death) and Total Turnover (Voluntary Turnover plus Involuntary Turnover). Involuntary Turnover represents separation from state service through dismissal, layoff, separation during probationary period, or non-disciplinary removals.

Fiscal Year 2017-2018  
 Voluntary Turnover: 12.86%  
 Total Turnover: 17.35%



Trend of Turnover Rates for Classified Employees										
	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
<b>Voluntary</b>	9.59%	10.62%	12.94%	13.35%	18.89%	14.53%	12.38%	13.14%	13.10%	12.86%
<b>Total</b>	13.28%	14.56%	17.33%	17.17%	31.80%	23.78%	16.09%	16.79%	17.01%	17.35%

**NOTE:** The privatization of state hospitals and the corresponding layoffs during Fiscal Year 12-13 and Fiscal Year 13-14, in conjunction with a large number of retirements, contributed to the increase in statewide turnover.

# Fiscal Year Reports

The following reports are available upon request. Please contact the Public Information Office at the Department of State Civil Service at 225.342.8274 for more information.

## **Report on State Employment**

This report is compiled by using information collected and maintained pursuant to La. R.S. 42:289 and La. R.S. 42:290. Data is collected by the Department of State Civil Service on a weekly basis and reflects actual data reported by state agencies. This report can be accessed on the Department's website: <http://www.civilservice.louisiana.gov/Publications/WeeklyReport.aspx>

## **Annual Pay Plan Review**

State Civil Service is required by Civil Service Rule 6.2 to conduct an annual review of the compensation plan for classified state employees and to recommend appropriate changes based upon the results. The purpose of this review is to provide an analysis of the health of the SCS pay schedules as compared to the market in order to remain competitive in recruiting and retaining qualified personnel. Copies of this report are available upon request.

## **Report on Spanish Speaking Persons**

This report was prepared in response to House Concurrent Resolution Number 110 of the 2010 Regular Session of the Legislature. On an annual basis the report provides information regarding delivery of services to Spanish speaking persons with limited English proficiency. Copies of this report are available upon request.

## **Workforce Utilization Report**

This report is prepared in compliance with House Concurrent Resolution Number 10 of the 1980 Regular Session of the Louisiana Legislature. It contains data on the employment of women and minorities in state government. Copies of this report are available by request.

## **FY2017-2018 Annual Payments Report**

Prepared for the State Civil Service Commission, this report outlines payments by state agencies made under Civil Service Rules for Rewards and Recognition, Optional Pay, Attainment of Advance Degree and Gainsharing & Exceptional Performance Activity. Copies of this report are available by request.



### **FY2017-2018 Annual Turnover Report**

Prepared for the State Civil Service Commission, this report contains data classified employee turnover. Copies of this report are available upon request.

### **FY2017-2018 Report on Turnover Rates**

Prepared for the Joint Legislative Committee on the Budget, this report is compiled in accordance with La. R.S. 42:1601. The report outlines the turnover and turnover rate for each agency and the costs associated with the turnover, the five job classifications with the highest turnover rate and the five agencies and job classifications for which cost of turnover is the highest. Copies of this report are available upon request.

### **Report on State Employee Layoffs**

Prepared monthly for the Louisiana State Legislature, this report outlines the number of positions targeted for abolishment and the number of employees actually laid off from state service. Copies of this report are available upon request.

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