

# State Civil Service Annual Report

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FISCAL YEAR 2019-2020

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 2019-2020 Annual Report. This report includes a snapshot of Louisiana's state government workforce as of June 30, 2020. 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 addition to our continued efforts to provide strategic workforce solutions to state agencies, the Department was completely consumed with our response to the COVID-19 pandemic, which continues to impact so many industries and organizations, including state government. Since the onset of the COVID-19 pandemic State Civil Service leadership has been focused on providing workplace guidance in the form of emergency Civil Service Rules and policies. Through our General Circulars, SCS has provided constant and evolving communications to Appointing Authorities and employees related to the Families First Coronavirus Response Act and accompanying Federal guidelines.

Initial efforts revolved around providing workforce guidance in response to COVID-19 within the parameters of existing Civil Service Rules and policies. Efforts were made to transition to a remote working environment for those employees whose work allowed, and to maintain state functions with a smaller, essential workforce actually present in state buildings.

Upon the execution of the Governor's stay at home order on March 23, the vast majority of our workforce began working remotely. State offices remained open in order to continue essential operations, but were closed to the public. SCS leadership then sought to outline scenarios whereby employees who could not telework and could not report to work would be eligible for paid leave under the emergency Civil Service Rules adopted on March 19 and in conjunction with the soon to be adopted FFCRA.

Beginning April 1st, our main focus has revolved around interpreting the application of the FFCRA as it relates to the classified state workforce. The guidance from the federal government has evolved as question arose related to qualifying scenarios under the FFCRA. SCS has partnered with the Division of Administration leadership and the Governor's Office to ensure consistent and fair application of leave under Civil Service Rules and the FFCRA.

To date, SCS has issued 29 General Circulars outlining guidance related to applicable Civil Service Rules and FFCRA, adopted emergency rules in response to COVID-19, conducted six webinars related to COVID-19, and produced an online training related to maintaining a safe work environment as employees return to work. The emergency provisions established in Chapter 27 of the Civil Service Rules have all expired or been repealed. However, several key components have been permanently established in Chapters 1, 2, 11, and 27 of the Civil Service Rules. The preserved Rules include provisions for: the SCS Commission meeting during a declared emergency, overtime rates for employees working in response to a declared emergency or disaster, sick leave expansion, and special paid leave for employees exposed to COVID -19.

Throughout this pandemic I am pleased and proud to say staff continues to fulfill the mission of SCS. Embedded in our agency values is a focus on integrity, customer commitment, innovation, and accountability. Our primary mission is built on the foundation of superior customer service. The staff of SCS strives to understand and anticipate our customer's needs and constantly focus on delivering products and services of the highest quality in a timely manner.

SCS staff members are very active in various professional organizations such as International Public Management Association (IPMA-HR), National Association of State Personnel Executives (NASPE), American Society for Training and Development, Greater Baton Rouge Society of Human Resources Association, National Compensation Association of State Governments, and World at Work. Participation in such organizations helps agency staff to keep abreast of advancements in the field of Human Resources Management as well as future challenges. NASPE is a non-profit organization, whose purpose it is to enhance communication and the exchange of information among state personnel executives. I had the privilege of serving as President of NASPE in fiscal years 18-19 and 19-20.

Additionally, on behalf of the State Civil Service Commission and the Department of State Civil Service, I would like to take the opportunity to extend our sincerest gratitude to all state employees in honor of State Employee Recognition Week. Due to the COVID-19 pandemic, State Employee Recognition Week was rescheduled from early May to September 27-October 3, 2020. The State of Louisiana is joining other states across the nation in celebrating SERW, which presents a welcomed opportunity to spotlight the contributions state employees make in the workplace and in our communities.

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 also 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  
October 2, 2020

# 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 2019-2020

Name	Nominated By	Term Expires	Congressional District
David L. Duplantier, Chairman	Loyola University	12/10/2024	1 <sup>st</sup>
D. Scott Hughes, Vice-Chairman	Centenary College	12/10/2022	4 <sup>th</sup>
John McLure	Louisiana College	12/10/2024	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, 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.

## 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.

## Compliance and Audit

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.

## Management Information Services

Is comprised of two separate but related teams – the MIS Project Director and Information Technology. The MIS Project Director oversees 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 Information Technology team provides computer support services and is responsible for all components of our technical infrastructure as well as the development and support of applications that serve the Department, Human Resources offices statewide and the public.

## Operations

Consists of teams of state civil service professionals (PODS) that integrate all workforce functions (e.g. classification, pay, staffing, compensation, employee relations, etc.) into a combined single unit to address workforce needs. Each POD is headed by an Agency Relationship Manager (ARM), whose mission is to build and maintain relationships with our key stakeholders: human resources directors and agency leaders. ARMs administer tailored consultation to state agencies through the supervision of PODS.

## 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.

## Testing and Recruiting Center

Provides a process whereby applicants for classified positions are evaluated through a validated, objective, merit-based written examination and given scores that will assist state agencies in making effective hiring decisions.

# SCS Notable Accomplishments

## PRESS RELEASE 9.26.19

Louisiana State Civil Service recognized by International Personnel Managers Association

## PRESS RELEASE 7.25.19

Louisiana State Civil Service recognized by the National Association of State Personnel Executives

## GENERAL CIRCULAR 2020-027

COVID-19 – No. 27: State Civil Service Compliance Audit Adjustments

## GENERAL CIRCULAR 2020-013

COVID-19 – No. 6: Adoption of Emergency Civil Service Rules

## GENERAL CIRCULAR 2020-004

Job Posting Request System Implementation

## GENERAL CIRCULAR 2020-001

2020 Preventing Sexual Harassment Courses

## GENERAL CIRCULAR 2019-037

SCS Veterans Week Kickoff

## GENERAL CIRCULAR 2019-035

Prohibited Political Activity Infographic

## GENERAL CIRCULAR 2019-031

Accountability Division Rebranding

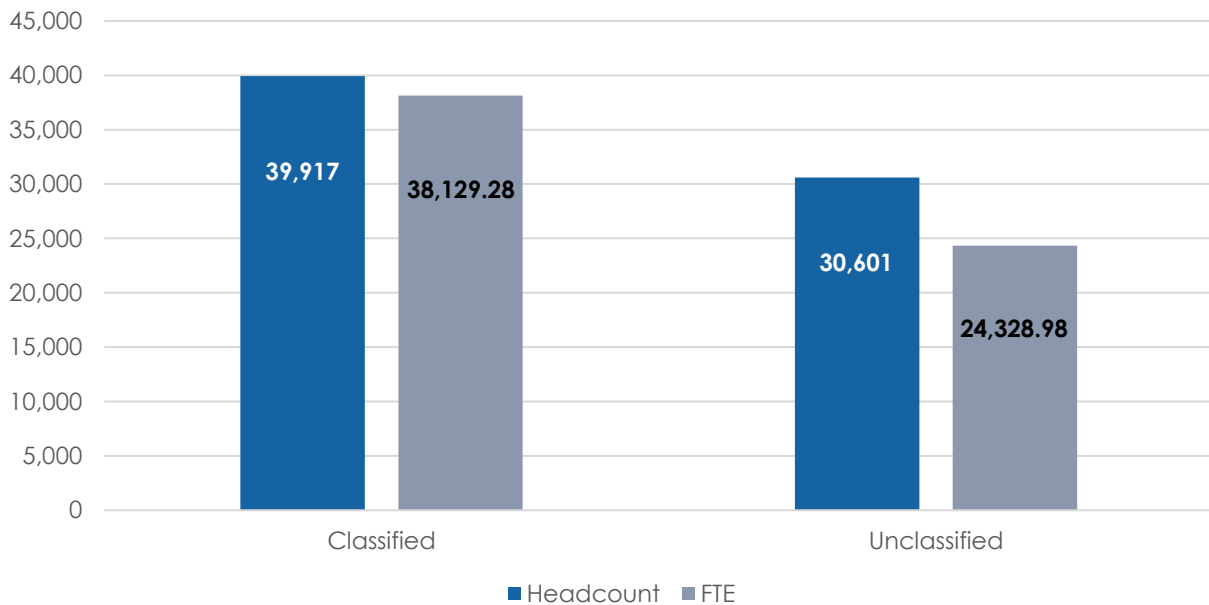
# Workforce Demographics

## 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.

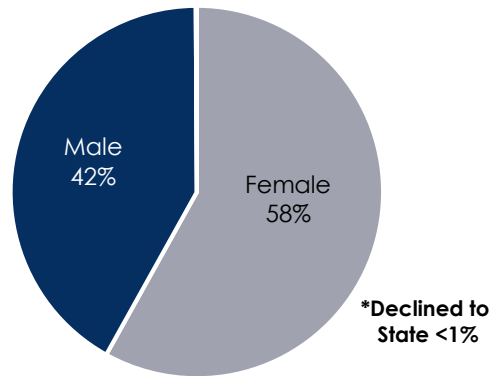
**FTE:** Represents the full time or part time assignment of employees. The FTE is .50 for an employee hired to work 20 hours per week. An agency with two employees (headcount) working each 20 hours per week = 1 FTE.

# Workforce Demographics

The following information reflects the demographics of the 70,518 employees of Louisiana state government at the end of Fiscal Year 2019-2020. Data includes both classified and unclassified employees.

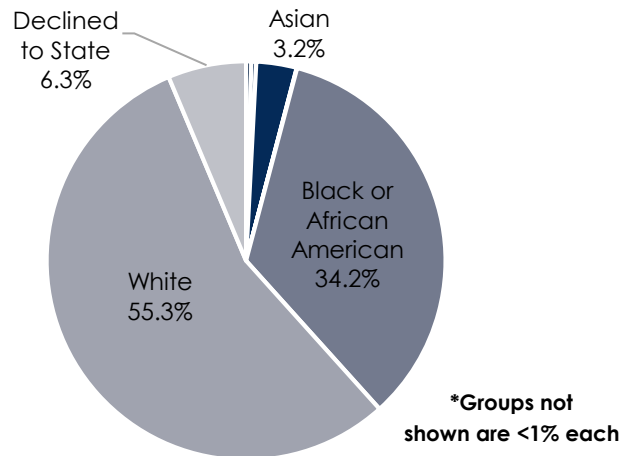
## Statewide Gender Headcount

Gender	Count
Female	40,964
Male	29,487
Declined To State	67



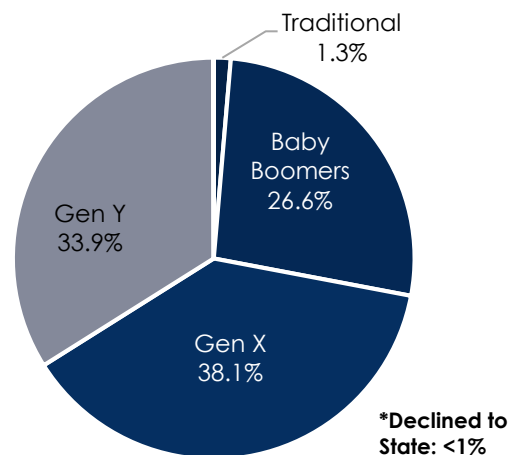
## Statewide Race Headcount

Race	Count
American Indian or Alaskan Native*	300
Asian	2,305
Black or African American	24,120
Multi-Racial*	279
Native Hawaiian*	26
White	39,012
Declined To State	4,476



## Statewide Generation Headcount

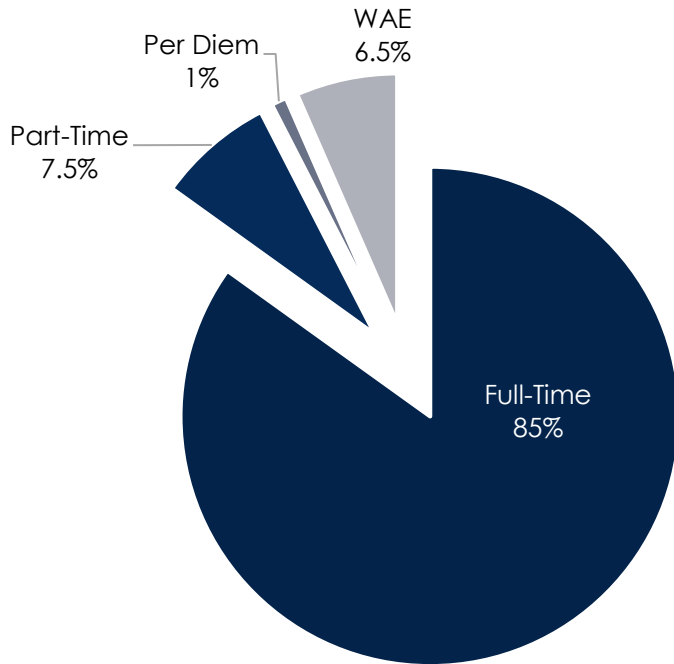
Generation	Count
Traditional Workers (born before 1946)	962
Baby Boomers (1946-1964)	18,769
Generation X (1965-1980)	26,860
Generation Y and on (born after 1980)	23,906
Declined To State	21



# Workforce Demographics

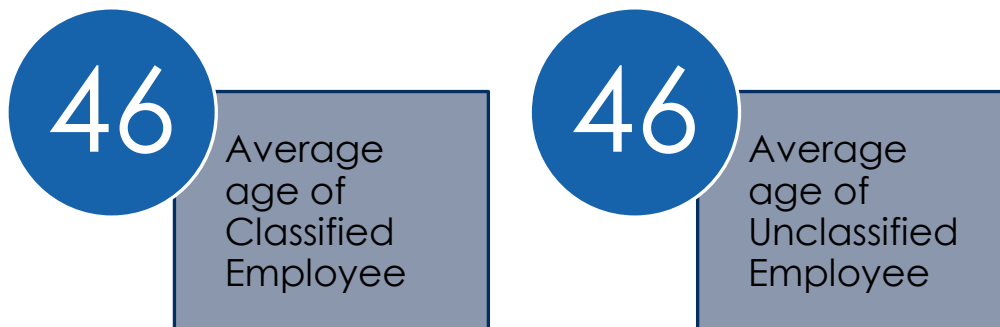
## Statewide Employee Headcount by Employee Group

Includes Classified and Unclassified Employees



Employee Group	Count
Full-Time	59,879
Part-Time	5,314
Per Diem	699
WAE	4,626

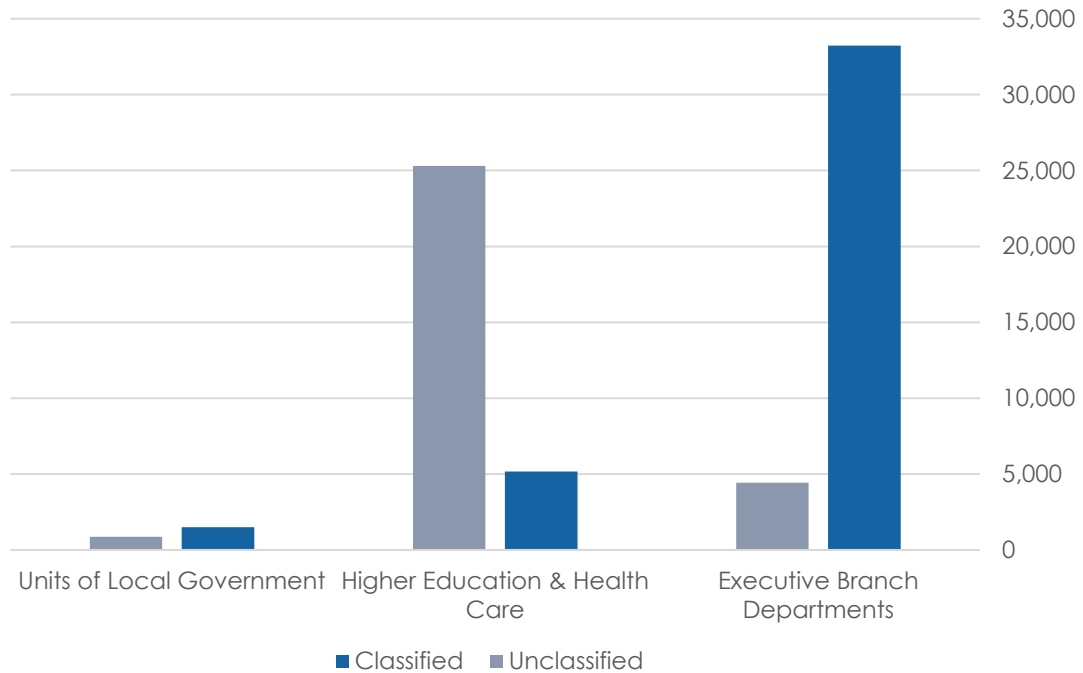
Employee group is determined by an employee's full time equivalency (FTE) percent. A full time employee has a 100% FTE percent while a part-time employee will have less than 100% FTE on a regular basis. A Per Diem designation is assigned to an employee paid by a daily stipend. A WAE (While Actually Employed)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



# Workforce Demographics

## Statewide Employee Headcount by Agency Type

Includes Classified and Unclassified Employees



At the close of Fiscal Year 2019-2020, Louisiana state government employed 70,518 employees. This workforce consisted of 39,917 classified employees and 30,601 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	33,238	4,429
Higher Education & Health Care	5,175	25,311
Units of Local Government	1,504	861

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 FY 19-20. Headcount is considered the number of actual employees.

Category	Department or Agency Type	Employees
Executive Branch	Louisiana Department of Health	8,291
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,912
Executive Branch	Department of Transportation & Development	4,273
Executive Branch	Department of Children & Family Services	3,675
Executive Branch	Executive Department (including DOA, Gov's Office, Nat'l Guard, GOHSEP, OCPD, OGB, OFI, etc.)	3,204
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,780
Executive Branch	Department of Education	1,261
Executive Branch	Department of Culture, Recreation & Tourism	1,071
Executive Branch	Louisiana Workforce Commission	934
Executive Branch	Department of Veterans' Affairs	857
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	817
Executive Branch	Department of Wildlife & Fisheries	810
Executive Branch	Department of State (includes Registrars of Voters)	762
Executive Branch	Department of Revenue	736
Executive Branch	Department of Environmental Quality	736
Executive Branch	Department of Agriculture	601
Executive Branch	Department of Justice	556
Executive Branch	Retirement Systems(LASERS, Teachers, School Employees, State Police)	330
Executive Branch	Department of Natural Resources	306
Executive Branch	Civil Service Agencies; SCS, Ethics, Division of Administrative Law, Municipal Fire & Police	234
Executive Branch	Department of Insurance	226
Executive Branch	Department of Economic Development	111
Executive Branch	Public Service Commission	80
Executive Branch	Department of Treasury	72
Executive Branch	Lieutenant Governor's Office	16
Executive Branch	Independent	16
Higher Ed & Health Care	Higher Education	30,023
Higher Ed & Health Care	Health Care Services	463
Quasi-State Agencies	Housing Authorities	1,118
Quasi-State Agencies	Ports, Levee Boards	1,225
Quasi-State Agencies	Louisiana Law Institute	6
Quasi-State Agencies	Executive Department	12
Quasi-State Agencies	Independent	4

# Department Full Time Equivalents

The following table represents the number of Full Time Equivalents (FTE) by Department (classified and unclassified) at the close of FY 19-20.

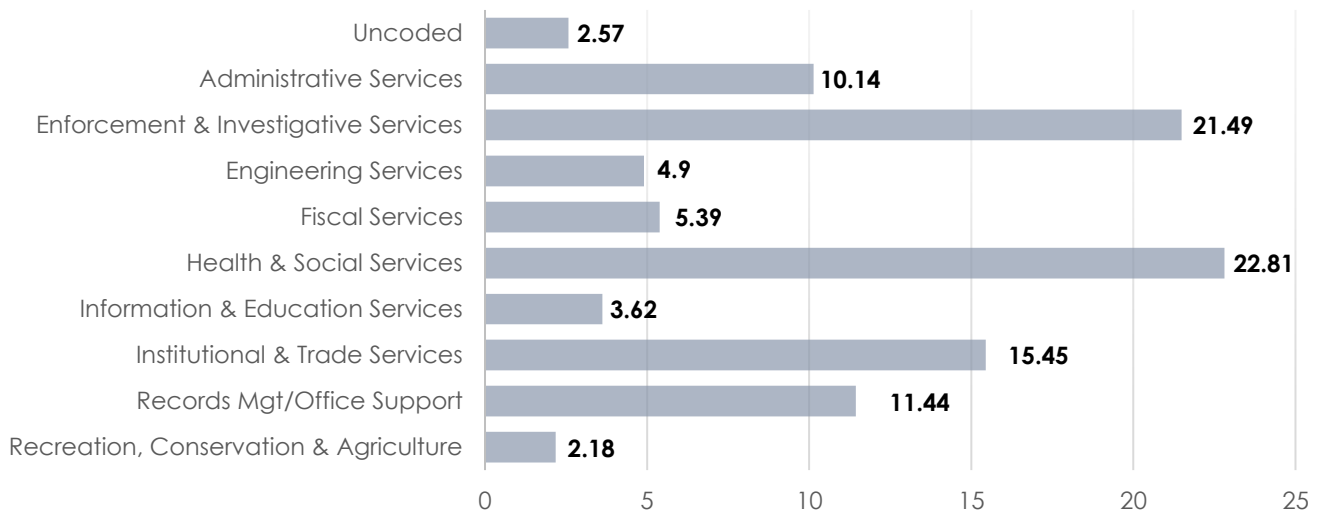
Category	Department or Agency Type	FTE Value
Executive Branch	Louisiana Department of Health	7,522.18
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,672.20
Executive Branch	Department of Transportation & Development	4,223.00
Executive Branch	Department of Children & Family Services	3,557.00
Executive Branch	Executive Department (including DOA, Gov's Office, Nat'l Guard, GOHSEP, OCP, OGB, OFI, etc.)	2,809.68
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,599.30
Executive Branch	Department of Education	1,097.06
Executive Branch	Louisiana Workforce Commission	837.00
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	790.75
Executive Branch	Department of Wildlife & Fisheries	780.79
Executive Branch	Department of Veterans' Affairs	744.50
Executive Branch	Department of Environmental Quality	697.50
Executive Branch	Department of Revenue	670.40
Executive Branch	Department of Culture, Recreation & Tourism	660.90
Executive Branch	Department of Agriculture	571.50
Executive Branch	Department of State (includes Registrars of Voters)	534.00
Executive Branch	Department of Justice	529.25
Executive Branch	Retirement Systems (LASERS, Teachers, School Employees, State Police)	295.55
Executive Branch	Department of Natural Resources	289.00
Executive Branch	Department of Insurance	219.50
Executive Branch	Civil Service Agencies (SCS, Ethics, Division of Administrative Law, Municipal Fire & Police)	170.00
Executive Branch	Department of Economic Development	107.00
Executive Branch	Public Service Commission	79.00
Executive Branch	Department of Treasury	52.00
Executive Branch	Lieutenant Governor's Office	16.00
Executive Branch	Independent	3.00
Higher Ed & Health Care	Higher Education	25,819.48
Higher Ed & Health Care	Health Care Services	415.80
Quasi-State Agencies	Ports, Levee Boards	1,019.75
Quasi-State Agencies	Housing Authorities	667.17
Quasi-State Agencies	Independents	4.00
Quasi-State Agencies	Executive Department	3.00
Quasi-State Agencies	Legislative	1.00



# Classified Service Statistics

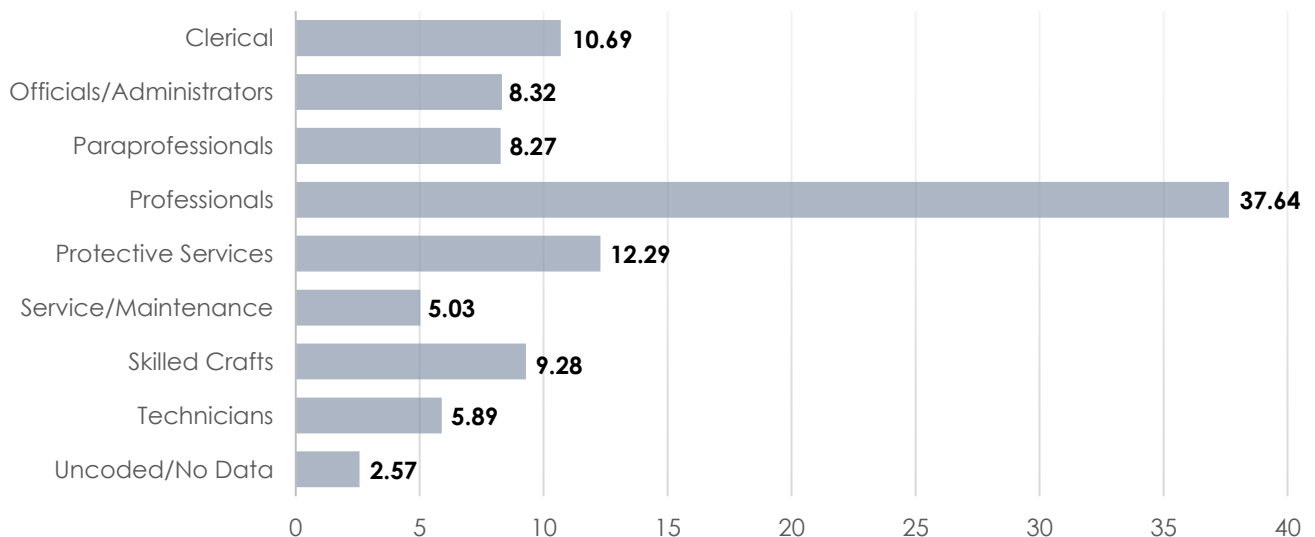
## Classified Employees by Occupational Group

The graph below depicts the occupational groups of classified state employees at the close of FY19-20.



## Classified Employees by EEO-4 Category

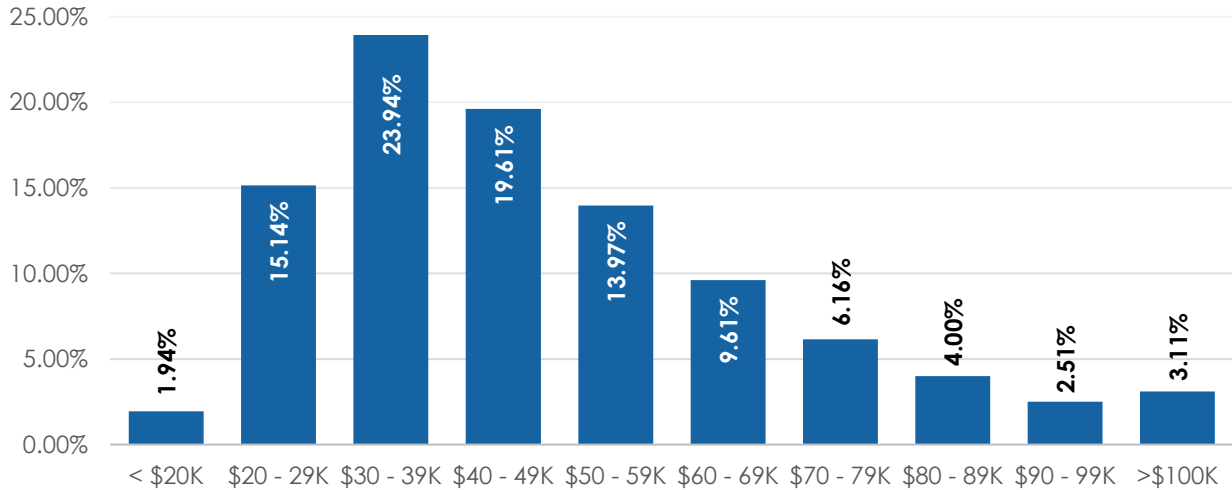
Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. The graph below depicts the state's classified workforce by EEO-4 category at the close of FY19-20.



# Classified Service Statistics

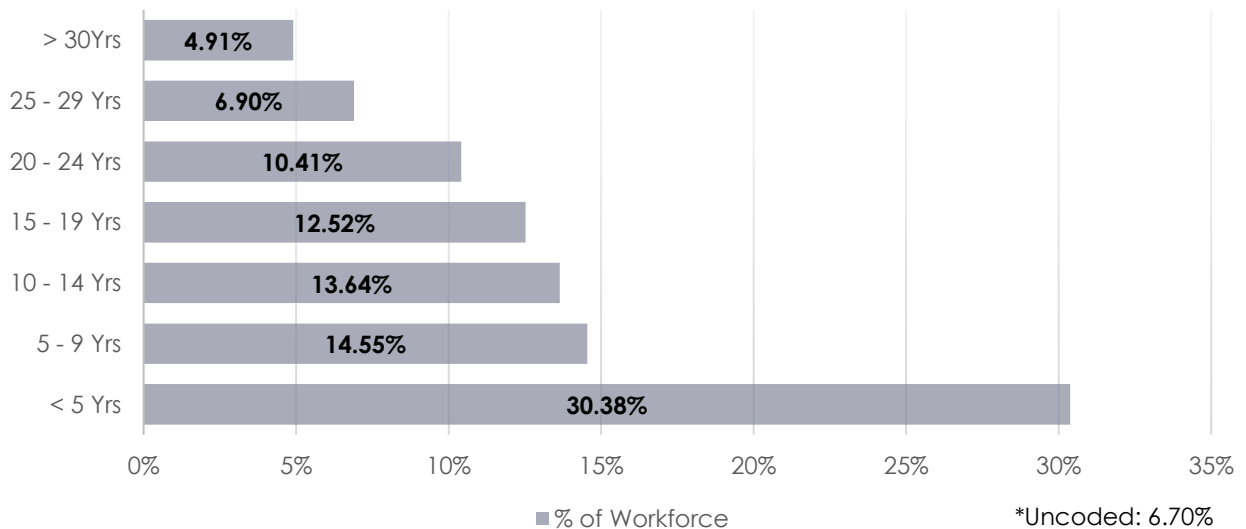
## Salary Distribution of Full-Time Classified Employees

The graph below represents the salary distribution of classified state employees. As depicted in the chart, more than 41 percent of the classified workforce has an annual salary of less than \$40,000.



## Length of Service – Classified Employees

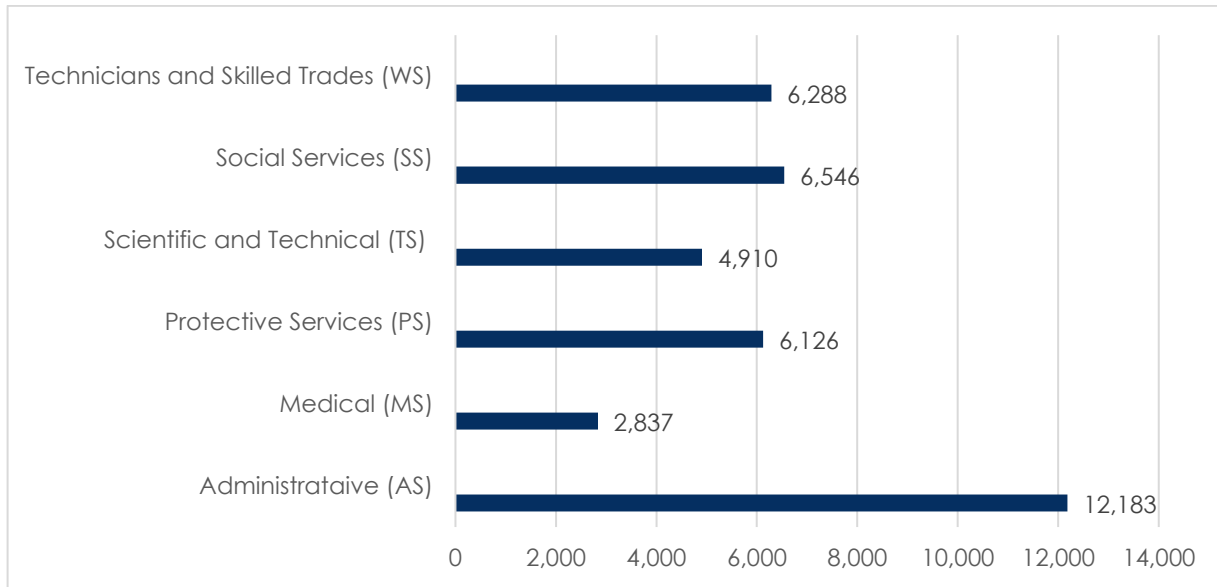
The data represented below indicates that at the close of FY19-20, almost 45 percent of classified employees had less than ten years of state service. Career service employees with more than twenty years of service comprised of more than 22 percent of the workforce.



# 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 19-20.

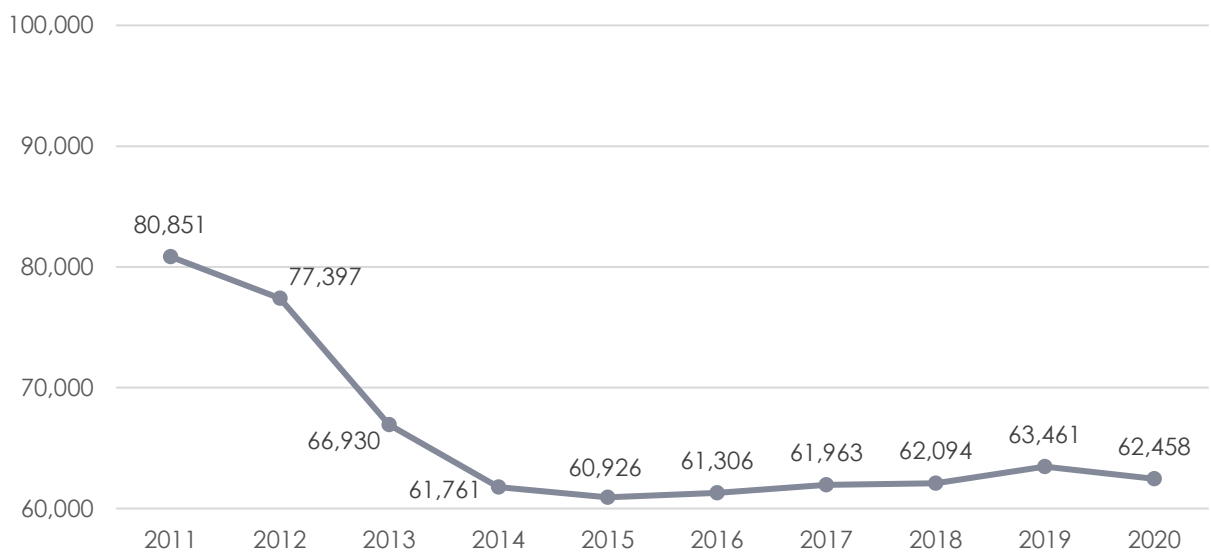


\*Note: The number of classified employees by pay schedule does not include employees of Louisiana State Police.

# Workforce Trends

## FTE Employment Levels

The chart below depicts employment levels in Louisiana state government from Fiscal Year 2011 to Fiscal Year 2020. It represents the total Full-Time Equivalents for both classified and unclassified.



<b>Trend of State Employment Levels 2011 – 2020</b>									
(Total Full-Time Equivalents – Classified & Unclassified)									
<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
80,851	77,397	66,930	61,761	60,926	61,306	61,963	62,094	63,461	62,458

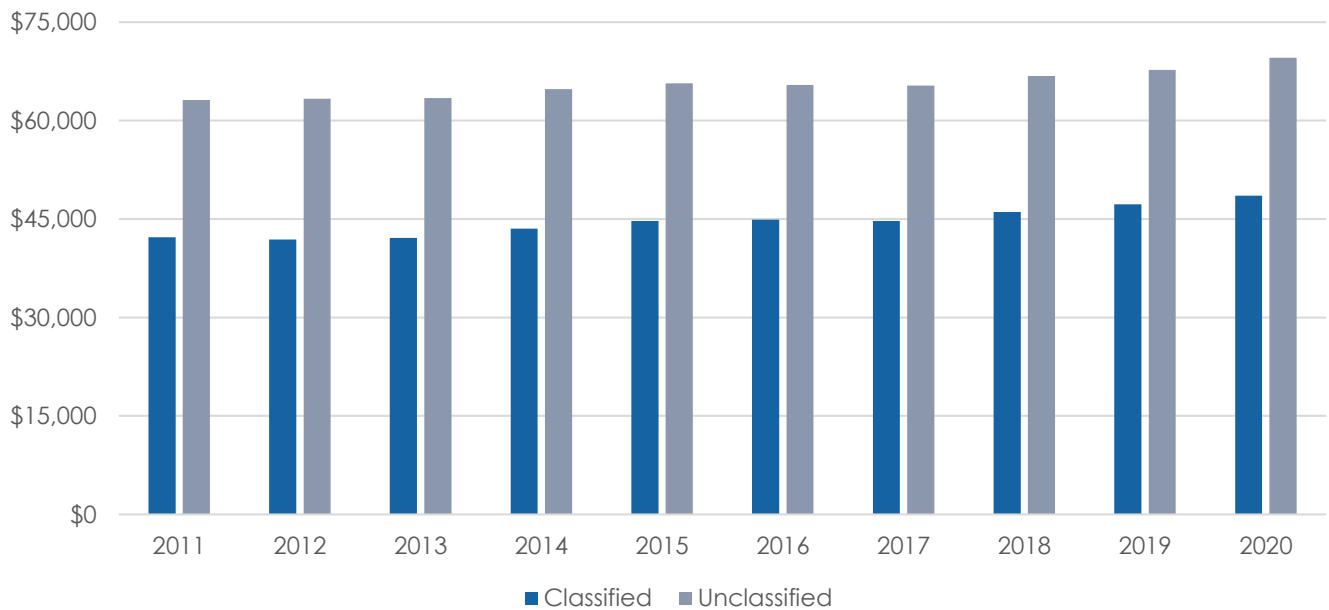
# Workforce Trends

## 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 2019-2020  
**CLASSIFIED: \$48,583 vs. UNCLASSIFIED: \$69,597**



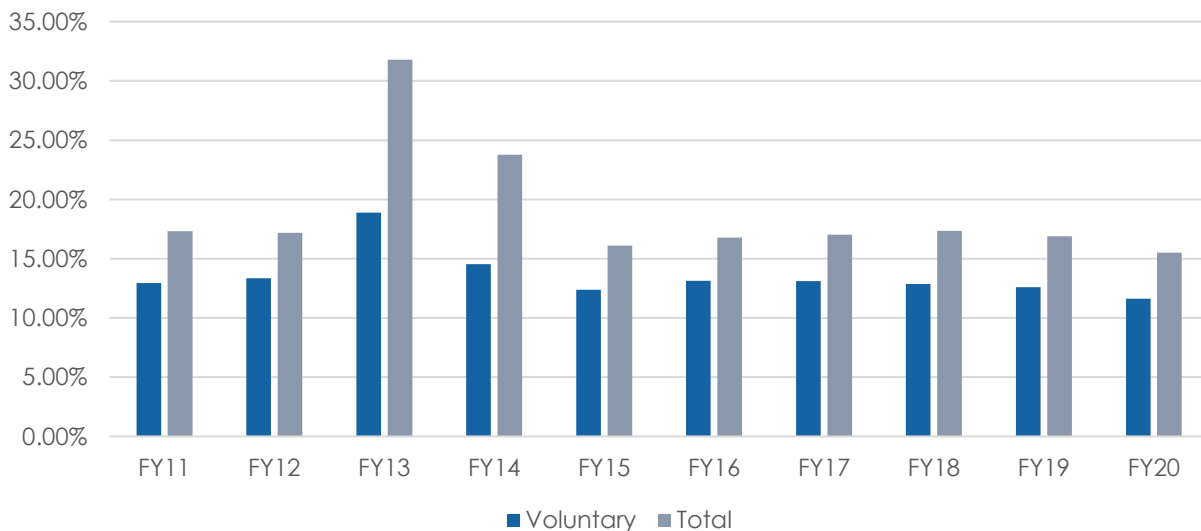
Trend of Average Annual Pay Rates for Full-Time Employees										
(*does not include State Police)										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Classified</b>	\$42,208	\$41,864	\$42,140	\$43,525	\$44,738	\$44,907	\$44,737	\$46,102	\$47,237	\$48,583
<b>Unclassified</b>	\$63,130	\$63,337	\$63,426	\$64,784	\$65,694	\$65,414	\$65,357	\$66,816	\$67,724	\$69,597

# 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 2019-2020  
 Voluntary Turnover: 11.63%  
 Total Turnover: 15.52%



Trend of Turnover Rates for Classified Employees										
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY17-18	FY18-19	FY19-20
<b>Voluntary</b>	12.94%	13.35%	18.89%	14.53%	12.38%	13.14%	13.10%	12.86%	12.59%	11.63%
<b>Total</b>	17.33%	17.17%	31.80%	23.78%	16.09%	16.79%	17.01%	17.35%	16.89%	15.52%

**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 225.219.9462 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.

## **FY2019-2020 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.

### **FY2019-2020 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.

### **FY2019-2020 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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