



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, FEBRUARY 2, 2022
9:00 A.M.

BYRON P. DECOTEAU, JR.
DIRECTOR

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

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<https://youtu.be/JT5tsmr2LDM>

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:13 a.m. on Wednesday, February 2, 2022. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners G. Lee Griffin, John McLure and Jo Ann Nixon. Commissioner Ronald Carrere, Jr., joined the meeting at 9:16 a.m. Commissioner Kristi Folse was absent.

- Opportunity for Public Comment (No Attachment)
No requests received from the public to address the commission.
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On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) Consideration of the **Minutes** of the Commission meeting held January 5, 2022. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2022-006)
 - Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none.

On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposal for Exhibits A, B, and C, being contingent upon the Governor's approval and granted authority to the Director to set the effective date to be no sooner than 10 days after the date of gubernatorial approval; and unanimously approved Exhibits D, E, and F, and granted authority to the Director of State Civil Service to set the effective date no sooner than 10 days following Commission approval. In the event the Governor does not approve Exhibits A, B, and C, State Civil Service will withdraw the job specification changes for the Youth Facility jobs, as well as the Probation and Parole District Manager Juvenile jobs as provided in Exhibit E.

- 3) Request of the **Florida Parishes Human Services Authority** to exempt from the classified service, one (1) Nurse Registered position, in accordance with State Civil Service Rule 4.1(d)2, effective February 2, 2022 through February 5, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 4) Request of the **Lake Charles Harbor and Terminal District** to extend authority to exempt from the classified service, eight (8) positions, in accordance with State Civil Service rule 4.1(d)2, effective February 6, 2022 through February 5, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 5) Request of the **Louisiana Department of Agriculture and Forestry** to exempt from the classified service three (3) Poultry Grader positions, in accordance with State Civil Service Rule 4.1(d)2, effective February 2, 2022 through February 1, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request and, as recommended by State Civil Service, revoked the previous ongoing approval granted by the State Civil Service Commission on May 2, 1984, for five (5) unclassified Poultry Grader positions.**
- 6) Request of the **Louisiana Housing Corporation** to extend authority to exempt from the classified service, one (1) Director of Public Affairs position, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2022 through February 4, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 7) Request of the **Southeast Louisiana Flood Protection Authority-East** to extend authority to exempt from the classified service, three (3) Manager positions, in accordance with State Civil Service Rule 4.1(d)2, effective February 7, 2022 through February 6, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 8) Request of **Louisiana Department of Wildlife and Fisheries** to amend a Rewards and Recognition Policy in accordance with State Civil Service Rule 6.16.1, effective February 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Workforce Commission** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request and, as recommended by State Civil Service, rescinded the Veterans Incentive Policy previously approved January 9, 2013.**
- 10) Request of the **Office of Juvenile Justice** to extend authority for an exemption to State Civil Service Rule 6.16.2 to allow probational employees in Juvenile Justice Specialist and Probation and Parole-Juvenile job titles to be eligible to receive temporary optional pay, effective January 1, 2022 through December 31, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request, as recommended by State Civil Service, to allow probational employees in Juvenile Justice Specialist and Probation and Parole-Juvenile job titles to be eligible to receive temporary optional pay, effective January 1, 2022 through June 30, 2022.**
- 11) Request of the **St. Landry Parish Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 12) Request of the **Department of Public Safety and Corrections, Corrections Services** to amend a Special Entrance Rate Policy in accordance with State Civil Service Rule 6.5(b), effective February 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 13) Request of **Grambling State University** to amend a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective February 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 14) Request of the **Jefferson Parish Human Services Authority** to amend their current Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective February 7, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 15) Request of the **Louisiana Department of Transportation and Development** to establish a Premium Pay within its Comprehensive Pay policy in accordance with State Civil Service Rule 6.16(a), effective February 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 16) Request of the **Jefferson Parish Human Services Authority** to amend its Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective February 7, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 17) Request of the **Louisiana Department of Health—Office of Aging and Adult Services** to establish a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective February 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request and, as recommended by State Civil Service, rescinded a longevity Premium Pay Policy for the Adult Protective Services section previously approved September 5, 2018.**
- 18) Request of the **Office of Juvenile Justice** to amend their Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective February 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 19) Request of the **Louisiana Department of Health—Office of Behavioral Health** to extend the job appointment of Shelley Lee, Program Monitor—DHH, in accordance with State Civil Service Rule 23.5(a), effective March 12, 2022 through September 29, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request, as recommended by State Civil Service, effective March 12, 2022 through September 29, 2022.**
- 20) Request of the **Louisiana Department of Health—Office of Behavioral Health** for authority under the provisions of State Civil Service Rule 23.6(a) to allow Gloria Robinson, classified WAE Administrative Coordinator 3, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective February 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to this date.**
- 21) Monthly Contract Report **Deputy Director Chris Deer** provided a summary of contracts reviewed by the department for the period of December 20, 2021 through January 24, 2022.

- 22) Request of the **Louisiana Commission on Law Enforcement** to extend the job appointment of Kimberly Lax, Policy Planner 3, in accordance with State Civil Service Rule 23.5(a), effective February 19, 2022 through February 18, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request, as recommended by State Civil Service, effective February 19, 2022 through February 18, 2023.**
- Director's Report: Byron P. Decoteau, Jr.
 - Director Decoteau thanked Deputy Director Chris Deer for his leadership during his recent absence and extended appreciation to the staff.
 - Telework Update:
 - The State Civil Service Comprehensive Public Training Program has developed a training program to assist state employees who are now teleworking. Details, including mandatory training requirements, can be found in [General Circular 2022-07](#). Employees are encouraged to take the courses within the next 30 days.
 - Telework resources can be found on our [website](#).
 - The March State Civil Service Commission meeting will be held March 9, 2022, in Thomas Jefferson A & B in the Claiborne Building at 9:00 a.m.
 - The department is looking at the current market environment regarding recruitment, specifically at flexibilities available to appointing authorities. A study session may be needed in the near future for the Commission.
 - Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters. (All Commissioners to verbally vote.) **On motion duly made, seconded, and unanimously passed; the commission agreed to adjourn for executive session to consider review of Civil Service Appeals and Personnel Matters.**

There being no further business, the meeting adjourned at 10:02 a.m. on February 2, 2022.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman