



## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, MAY 4, 2022  
9:00 A.M.

BYRON P. DECOTEAU, JR.  
DIRECTOR

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

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<https://youtu.be/flPYQUEHaI8>

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:16 a.m. on Wednesday, May 4, 2022. Present were Chairman David Duplantier and Commissioners Ronald Carrere, Jr., Kristi Folsie, G. Lee Griffin, and Jo Ann Nixon. Commissioner John McLure joined the meeting at 9:28 a.m. Vice Chairman Scott Hughes 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 April 6, 2022. **The Commission unanimously approved the minutes as written.**
- 2) Resolution to express gratitude and appreciation to all state classified employees for their outstanding service to the citizens of Louisiana. **The Commission unanimously adopted the Resolution as written.**
- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2022-0014)
  - 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 proposals for Exhibits A and B, being contingent upon the Governor's approval and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval; unanimously approved Exhibits C, D, and E, and granted authority to the Director of State Civil Service to set the effective date no sooner than 10 days following gubernatorial approval of Exhibits A and B; and unanimously ratified Exhibit F.**

- 4) Request of the **Board of Regents** to establish an Advanced Degree Policy in accordance with State Civil Service Rule 6.16(h), effective May 4, 2022. **The Commission unanimously granted the request.**
- 5) Request of the **Department of Natural Resources** to amend its Dual Career Ladder Policy for Coastal Resources Scientist positions, in accordance with State Civil Service Rule 5.9, effective May 4, 2022. **The Commission unanimously granted the request.**
- 6) Request of the **Department of Natural Resources** to mend its Dual Career Ladder Policy for Engineering Technician positions, in accordance with State Civil Service Rule 5.9, effective May 4, 2022. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana Department of Health, Office of Behavioral Health, Eastern Louisiana Mental Health System** to retroactively approve a request to extend authority to exempt from the classified service one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2022 through April 1, 2026. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Housing Corporation** to exempt from the classified service one (1) Chief Administrative Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective May 4, 2022 through May 3, 2026. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Housing Corporation** to exempt from the classified service one (1) Director of Governmental Affairs position, in accordance with State Civil Service Rule 4.1(d)2, effective May 4, 2022 through May 3, 2026. **The Commission unanimously granted the request.**
- 10) Request of the **Port of New Orleans** to extend authority to exempt from the classified service one (1) Port General Agent position in accordance with State Civil Service Rule 4.1(d)2, effective June 6, 2022 through May 2, 2025. **The Commission unanimously granted the request.**
- 11) Request of the **Department of Public Safety, Public Safety Services, Office of State Police** for authority under the provision of State Civil Service Rule 23.6(a) and (b), to allow Linda Marshall, classified WAE Food Service Specialist 2, to work up to an additional 575 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective May 4, 2022. **The Commission unanimously granted the request, as recommended by State Civil Service, to allow Linda Marshall, classified WAE Food Service Specialist 2, 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 May 4, 2022. This approval does not cover any hours worked over 1,245 prior to this date.**
- 12) Request of the **Florida Parishes Human Services Authority** for authority under the provisions of State Civil Service Rule 23.6(a) to allow Felicia Jenkins, classified WAE Administrative Program Specialist A, 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 May 4, 2022. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to this date.**
- 13) Request of the **Coastal Protection and Restoration Authority** to establish a Special Entrance Rate Policy for Accountant, Coastal Resources Program Specialist, Human Resources, Attorney, and Public Information job titles in accordance with State Civil Service Rule 6.5(b), effective May 4, 2022. **The Commission unanimously granted the request.**

- 14) Request of the **Coastal Protection and Restoration Authority** to establish a Premium Pay Policy for Human Resources, Accounting, Coastal Resources Scientist, and Coastal Resources Program Specialist job titles in accordance with State Civil Service Rule 6.16(a), effective May 4, 2022. **The Commission unanimously granted the request.**
- 15) Request of the **Department of Wildlife and Fisheries, Office of Management and Finance**, to establish a Special Entrance Rate Policy for WLF Compliance Analyst job titles under the provisions of State Civil Service Rule 6.5(b), effective May 4, 2022. **The Commission unanimously granted the request.**
- 16) Request of the **Department of Wildlife and Fisheries, Office of the Secretary** to establish a Special Entrance Rate Policy for Communications Officer job titles in accordance with State Civil Service Rule 6.5(b), effective May 4, 2022. **The Commission unanimously granted the request.**
- 17) Request of the **Louisiana Department of Health—Office of Public Health** to amend its Special Entrance Rate Policy for Sanitarian job titles in accordance with State Civil Service Rule 6.5(b), retroactive to March 9, 2022. **The Commission unanimously granted the request.**
- 18) Request of the **Louisiana Department of Transportation and Development** to establish a Special Entrance Rate policy for Police job titles in accordance with State Civil Service Rule 6.5(b), effective May 4, 2022. **The Commission unanimously granted the request.**
- 19) Request of the **Division of Administration** to establish a Special Entrance Rate Policy for Accountant jobs, in accordance with State Civil Service Rule 6.5(b), effective May 4, 2022. **The Commission unanimously granted the request.**
- 20) Request of the **Department of Environmental Quality** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective May 4, 2022. **The Commission unanimously granted the request.**
- 21) Request of the **Division of Administration—Office of Technology Services** to amend a Premium Pay Policy for Information Technology jobs, in accordance with State Civil Service Rule 6.16(a), effective May 3, 2022. **The Commission unanimously granted the request, as recommended by State Civil Service, effective May 3, 2022 through June 30, 2023.**
- 22) Request of **University of New Orleans** to amend a Premium Pay Policy for their Campus Police Department in accordance with State Civil Service Rule 6.16(a), effective May 4, 2022. **The Commission unanimously granted the request. Trenice Parker asked to provide public comments. After speaking, Director Decoteau and Sherri Gregoire, General Counsel, asked if Parker had comments specifically related to items on the agenda. Parker was asked to stay after the meeting to have their concerns addressed.**
- 23) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the periods of March 29, 2022 through April 19, 2022.**
- 24) Request of the **Florida Parishes Human Services Authority** to establish a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective May 4, 2022. **The Commission unanimously granted the request.**
- 25) Request of the **Louisiana Department of Health** to amend its Special Entrance Rate policy for Practical Nurse-Licensed and Registered Nurse job titles in accordance with State Civil Service Rule 6.5(b), effective April 6, 2022. **The Commission unanimously granted the request.**

- 26) Request of the **Louisiana Department of Health** to amend its Premium Pay policy for Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective April 6, 2022. **The Commission unanimously granted the request.**
- 27) Request of the **Louisiana Department of Health** to establish a Premium Pay policy for Practical Nurse-Licensed and Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective April 6, 2022. **The Commission unanimously granted the request.**
- 28) Request of the **Capital Area Human Services District** to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective May 4, 2022. **The Commission unanimously granted the request.**

- Director's Report

The Department continues to monitor the [2022 Regular Legislative Session](#). Director Decoteau provided updates on the following bills:

- House Bill 46
- House Bill 874
- Senate Bill 238
- Senate Bill 160

State agencies must have their [Telework Policy](#) approved by the State Civil Service Director no later than June 30, 2022. Any amendments to the Telework Policy must be approved, also.

The Department continues to study the issues of recruitment and retention. It plans to reach out to its stakeholders for feedback to see how agencies are responding to Compensation Redesign. The Department will provide the Commission with feedback and any recommendations in the near future.

- 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 10:19 a.m. on May 4, 2022.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman