



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, SEPTEMBER 7, 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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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:16 a.m. on Wednesday, September 7, 2022. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Kristi Folse, G. Lee Griffin and Jo Ann Nixon. Commissioners Ronald Carrere, Jr., and John McLure were 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:

The Commission received remarks from Secretary Marketa Garner Walters and Deputy Secretary Terri Ricks with the Department of Children and Family Services regarding items #36, 47 and 48. The specified action taken for each of the items is indicated below.

- 1) Consideration of the **Minutes** of the Commission meeting held July 6, 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. 2022-034.)
 - 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; and unanimously ratified Exhibit C.

- 3) Request of the **Jefferson Parish Human Services Authority** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 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.**
- 4) Request of the **Division of Administration**, to exempt four (4) positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2022 through September 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.**
- 5) Request of the **Florida Parishes Human Services Authority** to extend authority to exempt from the classified service, one (1) Specialist position, in accordance with State Civil Service Rule 4.1(d)2, effective October 3, 2022 through October 2, 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.**
- 6) Request of the **Louisiana Department of Health—Office for Citizens with Developmental Disabilities—Pinecrest Supports and Services Center** to exempt from the classified service, one (1) Behavior Therapist position, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2022 through September 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.**
- 7) Request of the **Louisiana Secretary of State** for authority to exempt from the classified service one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2022 through September 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, as recommended by State Civil Service, September 7, 2022 through February 29, 2024.**
- 8) Request of the **Southeast Louisiana Flood Protection Authority-East** to extend authority to exempt from the classified service one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2022 through September 2, 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.**
- 9) Request of the **South Louisiana Port Commission** to exempt from the classified service one (1) Assistant Director position, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2022 through September 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. As recommended by State Civil Service, the Commission unanimously approved rescinding the previous ongoing approval granted by the State Civil Service Commission on August 16, 2000.**
- 10) Request of the **Teachers’ Retirement System of Louisiana** to exempt one (1) Director position and one (1) Manager position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2022 through September 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.**
- 11) Request of the **Jefferson Parish Human Services Authority** to exempt from the classified service, three (3) Nurse Registered positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2022 through September 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.**

- 12) Request of the **Louisiana State Racing Commission** to exempt from the classified service six (6) positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2022 through September 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.**
- 13) Request of the **Louisiana State Racing Commission** to exempt from the classified service fifty-eight (58) positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2022 through September 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. Also, as recommended by State Civil Service, the Commission revoked the previous ongoing approval granted by the Commission for the 58 positions.**
- 14) Request of **State Civil Service** to establish ongoing authority for specific job titles in the unclassified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 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 **Southeast Louisiana Flood Protection Authority-East** to establish a Dual Career Ladder Policy, in accordance with State Civil Service Rule 5.9, effective September 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.**
- 16) Request from the **Louisiana Board of Medical Examiners** to establish an Attainment of Advanced Degree Policy in accordance with State Civil Service Rule 6.16(h), effective September 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 **Board of Elementary and Secondary Education** to amend a Payment for Attainment of Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective September 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.**
- 18) Request of the **Louisiana Department of Wildlife and Fisheries** to extend the job appointment of Norwood Menard, Facility Maintenance Manager A, in accordance with State Civil Service Rule 23.5(a), effective October 2, 2022 through October 1, 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.**
- 19) Request of the **Louisiana Department of Wildlife and Fisheries** to extend the job appointment of Delores Handy, Custodian Supervisor 1, in accordance with State Civil Service Rule 23.5(a), effective October 2, 2022 through October 1, 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.**
- 20) Request from the **Louisiana Secretary of State** for an exception to State Civil Service Rule 6.5(d) to amend the rate of pay for all Classified WAE Election Machine Mechanics at six months of employment effective September 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.**
- 21) Request of the **Department of Environmental Quality—Office of Management and Finance** to pay exempt personnel who work during Emergency Response incidents at the time and one-half rate, in accordance with State Civil Service Rule 21.9(d), effective September 7, 2022 through September 6, 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.**

- 22) Request of the **Department of Treasury** to amend their overtime request for non-exempt and exempt employees at the time and one-half rate that participate in the Unclaimed Property Program, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective September 7, 2022 through September 6, 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.**
- 23) Request of the **South Central Louisiana Human Services Authority** to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 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.**
- 24) Request of **Department of Agriculture and Forestry** to establish a Special Entrance Rate policy for Forestry Crew job titles, in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 25) Request of the **Department of Agriculture and Forestry** to establish a Special Entrance Rate Policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 26) Request of the **Department of Agriculture and Forestry** to establish a Premium Pay policy for Human Resources job titles in accordance with State Civil Service Rule 6.16(a), effective September 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.**
- 27) Request of the **Department of Culture, Recreation, and Tourism—Office of State Museums** to amend a Special Entrance Rate policy for Custodian job titles in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 28) Request of the **Department of Public Safety and Corrections, Corrections Services** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 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.**
- 29) Request of the **Department of Public Safety and Corrections, Corrections Services** to amend a Special Entrance Rate policy for Probation and Parole-Adult job titles in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 30) Request of the **Department of Youth Services, Office of Juvenile Justice**, to amend a Special Entrance Rate policy for Probation and Parole-Juvenile job titles, in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 31) Request of the **Florida Parishes Human Services Authority (FPHSA)** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 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.**

- 32) Request of the **Florida Parishes Human Services Authority (FPHSA)** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 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.**
- 33) Request of the **Louisiana Department of Health—Office of Secretary** to amend its Special Entrance Rate policy for Medical Certification Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 34) Request of the **Louisiana Department of Health—Office of Behavioral Health—Eastern Louisiana Mental Health System** to establish a Premium Pay policy for Social Worker and Social Service Counselor job titles in accordance with State Civil Service Rule 6.16(a), effective September 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.**
- 35) Request of the **Louisiana Secretary of State** to establish a Special Entrance Rate policy for Accountant job titles, in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 36) Request of **State Civil Service** to ratify the Director’s interim approval to establish a Premium Pay policy at the Department of Children and Family Services, in accordance with State Civil Service Rule 6.16(a), effective August 8, 2022 through January 31, 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 August 8, 2022 through February 7, 2023.**
- 37) Compliance Audit Quarterly Report Presentation
- LSU Health Sciences Center-Shreveport
 - Louisiana State University-Shreveport
 - Pennington Biomedical Research Center
 - Louisiana State University-Alexandria
 - Northshore Technical Community College
 - State Civil Service
 - Louisiana State University-Eunice
 - Coastal Protection and Restoration Authority
 - Louisiana Patient’s Compensation Fund

Melinda Robert, Compliance and Audit Division Administrator, presented the Compliance Audit Quarterly Report to the Commission. The following agencies were recognized for achieving a perfect Compliance Report: Louisiana State University-Eunice, Coastal Protection and Restoration Authority, and Louisiana Patient’s Compensation Fund.

- 38) Request of the **Division of Administration** to establish a Special Entrance Rate Policy for State Procurement job titles in accordance with State Civil Service Rule 6.5(b), effective July 6, 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.**
- 39) Request of the **Division of Administration** to establish a Premium Pay Policy for State Procurement job titles in accordance with State Civil Service Rule 6.16(a), effective July 6, 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.**

- 40) Request of **Louisiana State University at Shreveport** to establish a Special Entrance Rate policy for Police Officer job titles in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 41) Request of **State Civil Service** to ratify the Director’s interim approval to amend a Premium Pay policy at the Office of Juvenile Justice, in accordance with State Civil Service Rule 6.16(a), effective August 30, 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.**
- 42) Request of **State Civil Service** to ratify the Director’s interim approval to amend an overtime policy to compensate specific non-exempt and exempt employees customarily or temporarily assigned to and working at Bridge City Center for Youth—West Feliciana at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 30, 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.**
- 43) Request of the **Louisiana State Employees’ Retirement System** to amend a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 44) Request of the **Teachers’ Retirement System of Louisiana** to establish a Special Entrance Rate policy for Information Technology job titles in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 45) Request of the **Teachers’ Retirement System of Louisiana** to amend a Premium Pay policy for Information Technology positions in accordance with State Civil Service Rule 6.16(a), effective September 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.**
- 46) Request of the **Louisiana State University Health Science Center—New Orleans** to amend its Special Entrance Rate Policy for HVAC Refrigeration and Operating Engineer job titles in accordance with State Civil Service Rule 6.5(b), effective September 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.**
- 47) Request of the **Department of Children and Family Services** to amend a Premium Pay policy, in accordance with State Civil Service Rule 6.16(a), effective September 7, 2022 through January 31, 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 for a six-month period, effective September 7, 2022 through February 7, 2023.**
- 48) Request of the **Department of Children and Family Services** to establish an Incentive Awards policy in accordance with State Civil Service Rule 6.16(d), effective August 8, 2022 through February 7, 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.**

- Director's Report
 - Glyn Hays, Talent Development Assistant Director, provided information about [CPTP SCS HR Foundations Training Program](#), a new program created with the needs of new state HR Professionals in mind.
 - Sherri Gregoire, General Counsel, provided an update regarding potential changes to the Louisiana Administrative Code regarding the election of the classified employee representative on the State Civil Service Commission. Specifically, the Department aims to amend the Administrative Code to allow for the ability to send ballots electronically to classified employees. The Notice of Intent was published in the Louisiana Register on July 20, 2022. The agency did not receive any comments or requests for a public hearing. The agency's oversight committees have been notified of the results. The employee election timeline will be presented at the October 5, 2022, commission meeting. Information about the potential changes to the Administrative Code can be found in the [Public Notices](#) section on the State Civil Service website.
 - Director Decoteau presented the Payroll Comparison Report that is compiled annually to ensure accurate and timely reporting of payroll actions for our interface agencies.
 - Director Decoteau reminded the HR community to ensure they are following their telework policies when compensating overtime for teleworkers affected by office closures. This is specifically important during hurricane season when state offices may be closed due to weather emergencies.
- 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 11:42 a.m. on September 7, 2022.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman