



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, OCTOBER 2, 2024
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 9:03 a.m. on Wednesday, October 2, 2024. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Stewart Gentry, Craig Netterville and Jo Ann Nixon. Commissioner Codi Neyland Plaisance 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 September 4, 2024. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider Proposed Changes to Chapter 10 of the Civil Service Rules. (Details contained in General Circular Number 2024-039)
 - Public Comments

Director Decoteau and Sherri Gregoire, General Counsel, presented the proposed rule as published in General Circular Number 2024-039. In addition, Ms. Gregoire presented the following amendments:

- On page 9, line 19, after “employee’s planned goals,” delete “during” and insert “from”
- On page 9, line 24, after “evaluation form,” delete “provided that the minimum requirements of these rules are satisfied.” and insert “with prior written approval from the Director”.
- On page 12, line 142, after “received a,” delete “confirmed”.

On motion duly made, seconded and unanimously passed, and providing for public comments, to which there were none, the Commission adopted the amendments to the proposed rule as set forth in General Circular No. 2024-039 and presented on the floor.

On motion duly made, seconded and unanimously passed, and providing for public comments, to which there were none, the Commission adopted the proposed changes to Chapter 10 of the Civil Service Rules.

- 3) **Public Hearing** to consider Proposed Amendments to Civil Service Rules affected by Proposed Amendments to Chapter 10. (Details contained in General Circular Number 2024-040)
 - Public Comments

Director Decoteau presented the proposed amendments to the Commission, as published in General Circular Number 2024-040. After providing opportunity for public comments, to which there were none, on motion duly made, seconded, and passed, the Commission unanimously adopted the proposed amendments to Civil Service Rules affected by amendments to Chapter 10.

- 4) Request of the **Division of Administration** to exempt one (1) Attorney position from the classified service in the Office of Community Development Disaster Recovery Unit, in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2024, through October 1, 2028. **The Commission unanimously granted the request, as recommended by State Civil Service, effective October 2, 2024 through October 12, 2026.**
- 5) Request of the **Louisiana State Board of Examiners of Psychologists** 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 November 4, 2024, through November 3, 2028. **The Commission unanimously granted the request.**
- 6) Request of **Louisiana State Board of Medical Examiners** 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 October 7, 2024, through October 6, 2028. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana State Employees' Retirement System** to extend the authority to exempt from the classified service seven (7) positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 2, 2024, through November 1, 2028. **The Commission unanimously granted the request.**
- 8) Request of the **Metropolitan Human Services District** to exempt from the classified service, one (1) Director of Medical Services position, in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2024, through October 1, 2028. **The Commission unanimously granted the request.**
- 9) Request of **McNeese State University** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 6, 2024. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Transportation and Development** to amend an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective October 2, 2024. **The Commission unanimously granted the request.**
- 11) Request of the **University of Louisiana-Monroe** to establish a Premium Pay policy for Police job titles in accordance with State Civil Service Rule 6.16(a), effective October 2, 2024. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Health – Office of Public Health** to amend a Premium Pay policy for Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective October 2, 2024. **The Commission unanimously granted the request.**
- 13) Request of the **Department of Public Safety and Corrections, Public Safety Services - Office of State Police** to establish a Special Entrance Rate policy for the DPS Police job titles in accordance with State Civil Service Rule 6.5(b), effective October 2, 2024. **The Commission unanimously granted the request.**

- 14) Request of the **Louisiana Department of Veterans Affairs – Northwest Louisiana Veterans’ Home** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow Letha Jones, classified WAE Registered Nurse Supervisor A, to work up to 2,080 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective October 2, 2024. *The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to this date.*
 - 15) Report on State Civil Service Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, approved under the Director’s delegated authority. *Director Decoteau provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director’s delegated authority.*
 - 16) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director. *Under the authority granted to the Director by the SCS Commission, 77 total exceptions under SCS Rule 6.5(c) and 6.5(g) were granted from March 16, 2024 through September 16, 2024.*
 - 17) Request of the **Louisiana Housing Corporation** to exempt one (1) Public Information Officer for Community Outreach position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2024, through October 1, 2028. *The Commission unanimously granted the request.*
 - 18) Presentation of the **2024 Annual Uniform Pay Plan Review**. *Director Decoteau presented the 2024 Annual Uniform Pay Plan Review.*
- Director’s Report
 - Deputy Director Chris Deer announced that in preparation for the implementation of Chapter 10 and the launch of the cloud-based Continuous Performance Management (CPM) online system, State Civil Service will provide training for Agency Administrators and Human Resource Representatives in early November. Training information will be announced via general circular. The general circular will provide access to the CPM Training Hub, which will be located on the State Civil Service website. The Hub will serve as a one-stop shop for all things related to CPM training.
 - Nicole Tucker, Chief Operating Officer, shared that as part of the department’s ongoing efforts to expand talent management initiatives across the state, Louisiana State Civil Service has been selected to participate in a cohort experience with [Opportunity at Work](#), a national nonprofit organization. Opportunity at Work is well known for their national campaign, **Tear the Paper Ceiling**, which aims to remove the invisible barrier that comes for workers without a traditional degree program and rewire the U.S. labor market so that all individuals Skilled Through Alternative Routes (STARs) can work, learn and earn their full potential.

Opportunity at Work's **Transformers in the Public Sector** is a cohort learning opportunity for states government across the US to advance skills first practices. The cohort is a 12-month experience and partnership that will begin this month through October 2025. Louisiana's State Civil Service along with four other states (Colorado, California, Connecticut, Arizona) were selected to help transform public sector hiring practices. This cohort experience will not only give us a platform to share our own personal insights and innovations in the area of competency-based hiring practices and our progress towards skills-based hiring, but it will also help the state enhance talent pipelines by recognizing and cultivating the skills individuals have gained through alternative routes rather than traditional pathways. Our goal is to create sustainable employment opportunities by bridging the gap between the workforce demand and non-traditional talent pools. This cohort is an incredible opportunity for our state to lead the way in the future of hiring both in the public sector and to influence the private sector locally.

- Director Decoteau provided the following information regarding the department's recent appearance before the House and Governmental Affairs committee:
 - He clarified information about recent news articles related to State Civil Service Sunset. Any changes to the Department or the system requires a constitutional amendment that would be voted on by the citizens of the state, as stated by the Chairman of the Committee and the Committee Attorney.
 - A Mediation/Alternative Dispute Resolution Program is being considered for employee appeals. When an appeal is filed, it would be docketed and set for mediation. If the mediation fails, the appeal would then be heard by a referee. The Department of State Civil Service employees would be trained as mediators. The mediation process would be mandatory for permanent classified state employees. Proposed rules on the Mediation/Alternative Dispute Resolution program will be forthcoming.
 - The department continues the modernization of Minimum Qualifications.
 - The department will implement a State Civil Service Advisory Panel/Task Force by the end of the year, which will be used to have discussions and solicit feedback on civil service matters.
 - At the request of the Governor's Office, State Civil Service conducted a survey of agency heads regarding the Senior Executive Exchange Program.
- Director Decoteau informed the commissioners that during the recent Undersecretary Meetings there have been discussions of possible Special Entrance Rates for the Accountant job series, as well as employee poaching between agencies. The department is working with the Commissioner of Administration on these issues.
- 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 October 2, 2024

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman