



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
TUESDAY, DECEMBER 3, 2024
2:00 P.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 2:04 p.m. Tuesday, December 3, 2024. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Craig Netterville, Jo Ann Nixon and Codi Neyland Plaisance. Commissioners Candes Carter and J. Stewart Gentry 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:

- 1) Consideration of the **Minutes** of the Commission meeting held October 2, 2024. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Department of Public Safety and Corrections, Public Safety Services – Office of State Fire Marshal** to extend authority to exempt from the classified service three (3) Fire Chief positions, in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2024, through November 30, 2028. **The Commission unanimously granted the request.**
- 3) Request of the **Department of the Treasury** to extend authority to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective January 12, 2024, through January 11, 2028. **The Commission unanimously granted the request.**
- 4) Request of the **Division of Administration, Office of State Procurement**, to exempt from the classified service, one (1) Project Director position, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 2024, through November 5, 2028. **The Commission unanimously granted the request.**
- 5) Request of the **Louisiana Department of Children and Family Services** to exempt from the classified service, one (1) Clinical Director position, in accordance with State Civil Service Rule 4.1 (d) 2, effective November 6, 2024, through November 5, 2028. **The Commission unanimously granted the request.**

- 6) Request of **Louisiana Economic Development** to extend the authority to exempt from the classified service forty (40) Special Project Officers and establish four (4) Special Project Officers, in accordance with State Civil Service Rule 4.1(d)2, effective December 15, 2024, through December 14, 2028. **The Commission unanimously granted the request.**
 - 7) Request of the **Louisiana Workforce Commission** 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 November 10, 2024, through November 9, 2028. **The Commission unanimously granted the request.**
 - 8) Request of the **Metropolitan Human Services District** to exempt from the classified service, one (1) Medical Department Director position, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 2024, through November 5, 2028. **The Commission unanimously granted the request.**
 - 9) Request of the **Office of Juvenile Justice** to extend authority to exempt from the classified service, seventy-two (72) positions, and request new authority for one (1) position in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2024, through July 22, 2028. **The Commission unanimously granted the request.**
 - 10) Request of the **Teachers' Retirement System of Louisiana** 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 December 14, 2024, through December 13, 2028. **The Commission unanimously granted the request.**
 - 11) Request of the **Louisiana Department of Environmental Quality** to establish a Premium Pay policy for Environmental Scientist job titles in accordance with State Civil Service Rule 6.16(a), effective November 6, 2024. **The Commission unanimously granted the request.**
 - 12) Request of **Louisiana Tech University** to amend a Premium Pay policy for their Police Department in accordance with State Civil Service Rule 6.16(a), effective November 6, 2024. **The Commission unanimously granted the request.**
 - 13) Request of **Florida Parishes Human Services Authority** to extend the job appointment of Mary Sue Adams, Social Worker 3, in accordance with State Civil Service Rule 23.5(a), effective November 23, 2024, through November 22, 2025. **The Commission unanimously granted the request.**
- Director's Report
 - Sherri Gregoire, General Counsel, requested permission of the Commission to promulgate rules regarding Chapter 18 of the Civil Service Rules. **The Commission granted permission.**
 - Director Decoteau presented the results of a recent survey of state classified employees who used the paid parental leave benefit between January 1, 2024 through June 30, 2024.
 - Chris Deer, Deputy Director, presented the [State of Louisiana Annual Report on Turnover for Fiscal Year 2024.](#)
 - Director Decoteau informed the Commission that in accordance with Act 879, State Civil Service will submit to the Joint Legislative Committee on the Budget on or before December 15 of each calendar year the [State of Louisiana Report on Turnover Rates for Non-Temporary Classified Employees for Fiscal Year 2024.](#)
 - Deputy Director Deer provided information about *Annual Payments Reporting for Fiscal Year 2024*. State agencies that have promulgated Rewards and Recognition, Optional Pay, or Attainment of Advanced Degree policies are required to report any usage for such policies to State Civil Service by July 31 for the previous fiscal year ending June 30, 2024.

- Nicole Tucker, Chief Operating Officer, shared the results of the [Fiscal Year 2023-2024 Performance Evaluation System Report](#). She noted this will be the last PES report since we will be implementing Continuous Performance Management.
 - Director Decoteau and Ms. Tucker gave an update on Act 655 of the 2024 Regular Legislative Session and the Minimum Qualification Modernization Project.
 - Director Decoteau and Ms. Tucker discussed the “[Opportunity@Work Public Sector Cohort](#),” of which Louisiana State Civil Service is one of five states that have joined the ambitious nationwide effort to “tear the paper ceiling” and accelerate opportunity for workers “Skilled Through Alternative Tourtes (STARs).
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- 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 4:01 p.m. on December 3, 2024.

Respectfully submitted,

Byron P. Decoteau, Jr., Director
