



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2019-007

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**DATE:** February 25, 2019

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Changes to the Pay Plan

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Please be advised that changes have been made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2019-005](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on February 6, 2019. For an outline of these changes, please refer to the attached Implementation Instructions.

**EFFECTIVE DATE OF CHANGES: March 25, 2019**

Position descriptions for affected positions are required to be submitted to SCS within 90 days of the effective date. All positions job corrected within the 90-day implementation period will have an effective date of March 25, 2019. Please note that significant duty changes should not be present when submitting a position for job correction. If significant duty changes are required at the time of implementation, it will be necessary to consult with SCS prior to submitting positions.

Human Resources professionals at state agencies should ensure that any personnel actions currently pending for incumbents occupying positions affected by these changes are completed prior to March 25, 2019. In addition, active eligible lists will no longer be valid after March 25, 2019, for positions that are job corrected to a different job title. Agencies should take the necessary hire actions prior to the effective date of these changes or be subject to reposting the vacancy.

If there are any questions concerning the subject matter of this General Circular, you may contact Brandy Malatesta, Chief Operating Officer, at (225) 342-8274.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director

**IMPLEMENTATION INSTRUCTIONS  
FOR PAY PLAN CHANGES RESULTING FROM THE  
FEBRUARY 6, 2019 PAY HEARING**

**NEW JOBS FOR ADDITION TO THE PAY PLAN**

Implementation Instructions for New Jobs: Existing classified positions that currently perform duties that align with these job concepts are required to be submitted to SCS for job correction. Note that existing classified positions allocated to job titles in other job series with duties that align with these job concepts shall be subject to job correction even after the 90-day implementation period. Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
173740	FORENSIC DISTRICT COORDINATOR	SS	418	E2
173741	FORENSIC COMMUNITY SERVICES SUPERVISOR	SS	419	E2

**JOB PAY GRADE CHANGES TO THE PAY PLAN**

Implementation Instructions for Job Pay Grade Changes: Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
155880	FORENSIC COMMUNITY SERVICES DIRECTOR	AS	621	SS	421

**JOB SPECIFICATION CHANGES**

Implementation Instructions for Job Specification Changes: Existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction, as long as the only change for the job code is a change to the job specification.

JOB CODE	JOB TITLE
155880	FORENSIC COMMUNITY SERVICES DIRECTOR

### MISCELLANEOUS CHANGES TO THE PAY PLAN

Implementation Instructions for Miscellaneous Changes: Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

JOB CODE	JOB TITLE	FROM OCC GRP CODE	TO OCC GRP CODE
155880	FORENSIC COMMUNITY SERVICES DIRECTOR	C1	E2

### JOBS ABOLISHED FROM THE PAY PLAN

Implementation Instructions for Abolished Jobs: Existing classified positions allocated to these job titles are required to be submitted to SCS for job correction. Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

JOB CODE	JOB TITLE
129340	NAVIGATIONAL LOCK OPERATOR 1
129350	NAVIGATIONAL LOCK OPERATOR 2