



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

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## GENERAL CIRCULAR NUMBER 2019-023

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**DATE:** June 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. 2019-019](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on June 5, 2019. For an outline of these changes, please refer to the attached Implementation Instructions.

**EFFECTIVE DATE OF CHANGES: See attached implementation instructions.**

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 in accordance with the implementation instructions. 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 the effective date as specified in the implementation instructions. In addition, active eligible lists will no longer be valid after the effective date as listed in the implementation instructions 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 JUNE 5, 2019 PAY HEARING

### NEW JOBS FOR ADDITION TO THE PAY PLAN

Implementation Instructions for New Jobs:

**New Job Title to Encompass Existing Job Function** – Existing classified positions that currently perform duties that align with these job functions, but are allocated to a job title in another series, are required to be submitted to SCS for job correction. Positions 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.

**New Job Concept That Previously Did Not Exist** – If there is a new job concept that resulted in the creation of a new job title; these will be created as new positions.

**New Level in a Career Progression Group** – If the new job title will result in a change in the position’s duty assignments, i.e. a 3rd level was created as part of a career progression group, submit the position description to SCS with the new duties reflected. SCS will job correct the position to the highest level in the CPG. The agency can then reallocate, at their discretion, in accordance with their revised agency CPG criteria.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE	EFFECTIVE DATE
173810	PETROLEUM SCIENTIST 1	TS	312	G1	7/1/2019
173820	PETROLEUM SCIENTIST 2	TS	314	G1	7/1/2019
173830	PETROLEUM SCIENTIST 3	TS	316	G1	7/1/2019
173840	PETROLEUM SCIENTIST SUPERVISOR	TS	317	G1	7/1/2019
173850	PETROLEUM SCIENTIST MANAGER 1	TS	319	G1	7/1/2019
173860	PETROLEUM SCIENTIST MANAGER 2	TS	320	G1	7/1/2019
173870	PETROLEUM SCIENTIST ADMINISTRATOR	TS	322	G1	7/1/2019
173960	MOTOR VEHICLE COMPLIANCE SUPERVISOR	AS	613	F3	7/26/19
173970	MOTOR VEHICLE OFFICE MANAGER A	AS	615	F3	7/26/19
173980	MOTOR VEHICLE OFFICE MANAGER B	AS	617	F3	7/26/19

### 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	EFFECTIVE DATE
162430	COMMERCIAL DRIVER'S LICENSE CONSULTANT	AS	613	AS	615	7/26/19
164180	MOTOR VEHICLE MANAGER 1	AS	614	AS	619	7/26/19
164190	MOTOR VEHICLE MANAGER 2	AS	617	AS	620	7/26/19
132470	MOTOR VEHICLE ADMINISTRATOR	AS	620	AS	622	7/26/19

### 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	EFFECTIVE DATE
164090	MOTOR VEHICLE COMPLIANCE ANALYST 1	7/26/19
164100	MOTOR VEHICLE COMPLIANCE ANALYST 2	7/26/19
164110	MOTOR VEHICLE COMPLIANCE ANALYST 3	7/26/19
164120	MOTOR VEHICLE COMPLIANCE ANALYST 4	7/26/19
162430	COMMERCIAL DRIVER'S LICENSE CONSULTANT	7/26/19
164180	MOTOR VEHICLE MANAGER 1	7/26/19
164190	MOTOR VEHICLE MANAGER 2	7/26/19
132470	MOTOR VEHICLE ADMINISTRATOR	7/26/19

### 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	EFFECTIVE DATE
164130	MOTOR VEHICLE COMPLIANCE SUPERVISOR 1	7/26/19
164140	MOTOR VEHICLE COMPLIANCE SUPERVISOR 2	7/26/19
164150	MOTOR VEHICLE OFFICE MANAGER 1	7/26/19
164160	MOTOR VEHICLE OFFICE MANAGER 2	7/26/19
164170	MOTOR VEHICLE OFFICE MANAGER 3	7/26/19
132510	MOTOR VEHICLE DISTRICT MANAGER/FIELD	7/26/19