



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

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## GENERAL CIRCULAR NUMBER 2019-025

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**DATE:** June 28, 2019

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

**SUBJECT:** Announcement of July 10, 2019 Pay Hearing

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The State Civil Service Commission will hold a public hearing on Wednesday, July 10, 2019, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9 a.m. and will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 Third Street, Baton Rouge, Louisiana.

The Commission will consider the following exhibits:

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (A) AND (B) BELOW REQUIRE APPROVAL FROM BOTH THE STATE CIVIL SERVICE COMMISSION AND GOVERNOR PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION AND APPROVED BY THE GOVERNOR.**

**EXHIBIT A:** Proposed New Jobs for Addition to the Pay Plan (see attached).

**EXHIBIT B:** Proposed Job Pay Grade Changes to the Pay Plan (see attached).

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (C), (D), (E) AND (F) BELOW REQUIRE APPROVAL FROM ONLY THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION.**

**EXHIBIT C:** Proposed Job Title Changes to the Pay Plan (see attached).

**EXHIBIT D:** Proposed Job Specification Changes to the Pay Plan (see attached).

**EXHIBIT E:** Proposed Jobs to be Abolished from the Pay Plan (see attached).

**EXHIBIT F:** Proposed Miscellaneous Changes to the Pay Plan (see attached).

Further supplements adding items to these exhibits may be issued at the Commission Hearing.

**Please review this proposal and furnish us any comments that you consider pertinent by close of business July 5, 2019.** If you would like to appear before the Commission to present your comments orally, you are invited to do so and are requested to notify Louisiana State Civil Service of such intentions in advance of the meeting. You may direct any comments regarding this proposal to State Civil Service Chief Operating Officer, Brandy Malatesta, at [Brandy.Malatesta@la.gov](mailto:Brandy.Malatesta@la.gov) or (225) 342-8274.

Please post this General Circular prominently so that all employees will receive notice of this hearing. If any special accommodations are needed, please notify us prior to this meeting.

Sincerely,

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

**Exhibits requiring approval from both the State Civil Service Commission and the Governor prior to implementation:**

**EXHIBIT A: PROPOSED NEW JOBS FOR ADDITION TO THE PAY PLAN  
SINCE THE JUNE 5, 2019 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
173760	BRIDGE INSPECTOR 1	TS	305	G3
173770	BRIDGE INSPECTOR 2	TS	307	G3
173780	BRIDGE INSPECTOR 3	TS	308	G3
173790	BRIDGE INSPECTOR 4	TS	311	G3
173800	BRIDGE INSPECTOR 5	TS	314	G3

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN  
SINCE THE JUNE 5, 2019 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
168810	RIGHT OF WAY APPRAISER 4	AS	618	AS	617
167150	RIGHT OF WAY PROGRAM SPECIALIST <sup>1</sup>	AS	618	AS	619

<sup>1</sup> – Proposed job title change; see Exhibit C.

**Exhibits requiring approval of only the State Civil Service Commission prior to implementation:**

**EXHIBIT C: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN  
SINCE THE JUNE 5, 2019 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
167150	RIGHT OF WAY AGENT 5	RIGHT OF WAY PROGRAM SPECIALIST
167160	RIGHT OF WAY AGENT 6	RIGHT OF WAY SUPERVISOR
167170	RIGHT OF WAY AGENT 7	RIGHT OF WAY MANAGER
167180	RIGHT OF WAY AGENT 8	RIGHT OF WAY ADMINISTRATOR
162790	DOTD DEPUTY ENGINEER ADMINISTRATOR	ENGINEER DEPUTY ADMINISTRATOR—DOTD
109260	DOTD CHIEF ENGINEER ADMINISTRATOR	ENGINEER CHIEF ADMINISTRATOR—DOTD

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES  
SINCE THE JUNE 5, 2019 PAY HEARING**

<b>JOB CODE</b>	<b>JOB TITLE</b>
168780	RIGHT OF WAY APPRAISER 1
168790	RIGHT OF WAY APPRAISER 2
168800	RIGHT OF WAY APPRAISER 3
168810	RIGHT OF WAY APPRAISER 4
167110	RIGHT OF WAY AGENT 1
167120	RIGHT OF WAY AGENT 2
167130	RIGHT OF WAY AGENT 3
167140	RIGHT OF WAY AGENT 4
167150	RIGHT OF WAY PROGRAM SPECIALIST <sup>1</sup>
167160	RIGHT OF WAY SUPERVISOR <sup>1</sup>
167170	RIGHT OF WAY MANAGER <sup>1</sup>
167180	RIGHT OF WAY ADMINISTRATOR <sup>1</sup>
109160	ENGINEER INTERN APPLICANT
107680	ENGINEER INTERN 1
107690	ENGINEER INTERN 2
109140	ENGINEER 3
109150	ENGINEER 4
165520	ENGINEER 5
165490	ENGINEER 6-DCL
165530	ENGINEER 6
109340	ENGINEER 7
109100	ENGINEER 8
171280	ENGINEER 9
162790	ENGINEER DEPUTY ADMINISTRATOR—DOTD <sup>1</sup>
109260	ENGINEER CHIEF ADMINISTRATOR—DOTD <sup>1</sup>

<sup>1</sup> – Proposed job title change; see Exhibit C.

**EXHIBIT E: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN  
SINCE THE JUNE 5, 2019 PAY HEARING**

<b>JOB CODE</b>	<b>JOB TITLE</b>
168280	RIGHT OF WAY APPRAISER 5
165500	ENGINEER 5 DOTD
165480	ENGINEER 5—DCL
165510	ENGINEER 6 DOTD

<b>JOB CODE</b>	<b>JOB TITLE</b>
165450	ENGINEER 7 DOTD
165460	ENGINEER 8 DOTD
165470	ENGINEER 9 DOTD

**EXHIBIT F: PROPOSED MISCELLANEOUS PAY PLAN CHANGES  
SINCE THE JUNE 5, 2019 PAY HEARING**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>FROM EEO CODE</b>	<b>TO EEO CODE</b>
167160	RIGHT OF WAY SUPERVISOR <sup>1</sup>	OA	PR
167170	RIGHT OF WAY MANAGER <sup>1</sup>	OA	PR

<sup>1</sup> – Proposed job title change; see Exhibit C.