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GENERAL CIRCULAR NUMBER 2019-030

DATE: August 16, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes have been made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2019-025](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on July 10, 2019. For an outline of these changes, please refer to the attached Implementation Instructions.

EFFECTIVE DATE OF CHANGES: SEPTEMBER 19, 2019

Position descriptions for affected positions are required to be submitted to SCS within 90 days of the effective date as outlined in the implementation instructions. All positions job corrected within the 90-day implementation period will have an effective date of September 19, 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 the position(s).

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 JULY 10, 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
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

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
168810	RIGHT OF WAY APPRAISER 4	AS	618	AS	617
167150	RIGHT OF WAY PROGRAM SPECIALIST ¹	AS	618	AS	619

¹ – This job code has been approved for a job title change also.

JOB TITLE CHANGES

Implementation Instructions for Job Title Changes: Existing classified positions currently allocated to these job codes are required to be submitted to SCS for job correction.

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

JOB SPECIFICATION CHANGES

Implementation Instructions for Job Specification Changes: Existing classified positions currently allocated to these job codes are generally 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. However, SCS may require job corrections for significant job specification changes as noted below.

JOB CODE	JOB TITLE
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 ¹
167160	RIGHT OF WAY SUPERVISOR ¹
167170	RIGHT OF WAY MANAGER ¹
167180	RIGHT OF WAY ADMINISTRATOR ¹
109160	ENGINEER INTERN APPLICANT
107680	ENGINEER INTERN 1
107690	ENGINEER INTERN 2
109140	ENGINEER 3
109150	ENGINEER 4
165520	ENGINEER 5 ²
165490	ENGINEER 6-DCL
165530	ENGINEER 6
109340	ENGINEER 7

JOB CODE	JOB TITLE
109100	ENGINEER 8
171280	ENGINEER 9
162790	ENGINEER DEPUTY ADMINISTRATOR—DOTD ¹
109260	ENGINEER CHIEF ADMINISTRATOR—DOTD ¹

¹ – This job code has been approved for a job title change also.

² – This job code is required to be submitted for job correction due to significant changes.

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
168820	RIGHT OF WAY APPRAISER 5
165500	ENGINEER 5 DOTD
165480	ENGINEER 5—DCL
165510	ENGINEER 6 DOTD
165450	ENGINEER 7 DOTD
165460	ENGINEER 8 DOTD
165470	ENGINEER 9 DOTD

MISCELLANEOUS PAY PLAN CHANGES

Implementation Instructions for Miscellaneous Pay Plan 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 miscellaneous change.

JOB CODE	JOB TITLE	FROM EEO CODE	TO EEO CODE
167160	RIGHT OF WAY SUPERVISOR ¹	OA	PR
167170	RIGHT OF WAY MANAGER ¹	OA	PR

¹ – This job code has been approved for a job title change also.