



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2021-002

DATE: January 25, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2020-065](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on January 6, 2021. Also, where necessary, the Governor has granted approval. For an outline of these changes, please refer to the attached implementation instructions.

EFFECTIVE DATE OF CHANGES: FEBRUARY 25, 2021

Human Resources professionals at state agencies should ensure that any pending personnel actions for incumbents occupying positions affected by these changes are completed prior to the effective date. In addition, active eligible lists will no longer be valid after the effective date 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 State Civil Service Chief Operating Officer, Nicole Tucker at Nicole.Tucker@la.gov or (225) 342-8272.

Sincerely,

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

IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE JANUARY 6, 2021 PAY HEARING

Please review the following sections in order to determine the applicable instructions for your agency. If job corrections are required by SCS, position descriptions for affected positions shall be submitted to SCS within 90 days following the effective date. All positions job corrected within the 90-day implementation period shall have an effective date of February 25, 2021. 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.

MS PAY SCHEDULE CHANGES TO THE PAY PLAN

Implementation Instructions for MS Pay Schedule Changes: LaGov HCM agencies will need to create a Basic Pay entry entitled "Structure Adjustment" with an effective date of 2/25/2021 for employees that will be below the new minimum of their respective MS pay grade. This record should be applied to all active classified employees who are below the new hourly pay schedule minimum upon implementation of the pay schedule amendment.

Agencies that do not utilize the LaGov HCM system, also known as "interface agencies," will need to generate this information within their respective payroll systems and will report results via the usual data interface.

NOTE: The Division of Administration – Office of Technology Services **will not** release a statewide automatic update on February 25, 2021. The structure adjustment will need to be entered manually for those employees below the new pay schedule minimums.

A copy of the amended MS pay schedule is provided at the end of these instructions.

NEW JOBS FOR ADDITION TO THE PAY PLAN

Implementation Instructions for New Jobs: This is a new job concept that previously did not exist which resulted in the creation of a new job title; these will be created as new positions.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
174110	STATE TREASURY FISCAL CONTROL ASSISTANT DIRECTOR	AS	624	B1

JOB TITLE CHANGES TO THE PAY PLAN

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

JOB CODE	FROM JOB TITLE	TO JOB TITLE
109260	ENGINEER CHIEF ADMINISTRATOR-DOTD	DOTD CHIEF ENGINEER
162790	ENGINEER DEPUTY ADMINISTRATOR-DOTD	DOTD DEPUTY CHIEF ENGINEER

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.

JOB CODE	JOB TITLE
140400	STATE TREASURY FISCAL CONTROL MANAGER
140380	STATE TREASURY FISCAL CONTROL DIRECTOR

Exhibit "A"
Amended MS Pay Schedule

	Hourly					Biweekly					Monthly					Annual				
MS	Min	1st Quartile	Mid point	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum
501	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	8.48	9.95	11.41	12.87	14.33	678.40	796.00	912.80	1,029.60	1,146.40	1,470.00	1,725.00	1,978.00	2,231.00	2,484.00	17,638.00	20,696.00	23,733.00	26,770.00	29,806.00
503	8.64	10.32	11.99	13.67	15.34	691.20	825.60	959.20	1,093.60	1,227.20	1,498.00	1,789.00	2,078.00	2,370.00	2,659.00	17,971.00	21,466.00	24,939.00	28,434.00	31,907.00
504	8.80	10.71	12.61	14.51	16.41	704.00	856.80	1,008.80	1,160.80	1,312.80	1,525.00	1,856.00	2,186.00	2,515.00	2,844.00	18,304.00	22,277.00	26,229.00	30,181.00	34,133.00
505	9.41	11.45	13.48	15.52	17.55	752.80	916.00	1,078.40	1,241.60	1,404.00	1,631.00	1,985.00	2,337.00	2,690.00	3,042.00	19,573.00	23,816.00	28,038.00	32,282.00	36,504.00
506	10.07	12.25	14.43	16.61	18.78	805.60	980.00	1,154.40	1,328.80	1,502.40	1,746.00	2,123.00	2,501.00	2,879.00	3,255.00	20,946.00	25,480.00	30,014.00	34,549.00	39,062.00
507	10.78	13.11	15.44	17.77	20.10	862.40	1,048.80	1,235.20	1,421.60	1,608.00	1,869.00	2,272.00	2,676.00	3,080.00	3,484.00	22,422.00	27,269.00	32,115.00	36,962.00	41,808.00
508	11.53	14.03	16.52	19.02	21.51	922.40	1,122.40	1,321.60	1,521.60	1,720.80	1,999.00	2,432.00	2,864.00	3,297.00	3,728.00	23,982.00	29,182.00	34,362.00	39,562.00	44,741.00
509	13.52	16.50	19.48	22.46	25.44	1,081.60	1,320.00	1,558.40	1,796.80	2,035.20	2,344.00	2,860.00	3,377.00	3,893.00	4,410.00	28,122.00	34,320.00	40,518.00	46,717.00	52,915.00
510	14.46	17.65	20.84	24.03	27.22	1,156.80	1,412.00	1,667.20	1,922.40	2,177.60	2,506.00	3,059.00	3,612.00	4,165.00	4,718.00	30,077.00	36,712.00	43,347.00	49,982.00	56,618.00
511	15.47	18.89	22.30	25.72	29.13	1,237.60	1,511.20	1,784.00	2,057.60	2,330.40	2,682.00	3,274.00	3,865.00	4,458.00	5,049.00	32,178.00	39,291.00	46,384.00	53,498.00	60,590.00
512	16.55	20.21	23.86	27.51	31.16	1,324.00	1,616.80	1,908.80	2,200.80	2,492.80	2,869.00	3,503.00	4,136.00	4,768.00	5,401.00	34,424.00	42,037.00	49,629.00	57,221.00	64,813.00
513	17.70	21.62	25.53	29.44	33.35	1,416.00	1,729.60	2,042.40	2,355.20	2,668.00	3,068.00	3,748.00	4,425.00	5,103.00	5,781.00	36,816.00	44,970.00	53,102.00	61,235.00	69,368.00
514	18.94	23.13	27.31	31.50	35.68	1,515.20	1,850.40	2,184.80	2,520.00	2,854.40	3,283.00	4,009.00	4,734.00	5,460.00	6,185.00	39,395.00	48,110.00	56,805.00	65,520.00	74,214.00
515	20.67	25.26	29.84	34.43	39.01	1,653.60	2,020.80	2,387.20	2,754.40	3,120.80	3,583.00	4,378.00	5,172.00	5,968.00	6,762.00	42,994.00	52,541.00	62,067.00	71,614.00	81,141.00
516	22.12	27.03	31.93	36.84	41.74	1,769.60	2,162.40	2,554.40	2,947.20	3,339.20	3,834.00	4,685.00	5,535.00	6,386.00	7,235.00	46,010.00	56,222.00	66,414.00	76,627.00	86,819.00
517	23.67	28.92	34.17	39.42	44.67	1,893.60	2,313.60	2,733.60	3,153.60	3,573.60	4,103.00	5,013.00	5,923.00	6,833.00	7,743.00	49,234.00	60,154.00	71,074.00	81,994.00	92,914.00
518	25.32	30.94	36.56	42.18	47.80	2,025.60	2,475.20	2,924.80	3,374.40	3,824.00	4,389.00	5,363.00	6,337.00	7,311.00	8,285.00	52,666.00	64,355.00	76,045.00	87,734.00	99,424.00
519	27.09	33.11	39.12	45.14	51.15	2,167.20	2,648.80	3,129.60	3,611.20	4,092.00	4,696.00	5,739.00	6,781.00	7,824.00	8,866.00	56,347.00	68,869.00	81,370.00	93,891.00	106,392.00
520	28.99	35.43	41.86	48.30	54.73	2,319.20	2,834.40	3,348.80	3,864.00	4,378.40	5,025.00	6,141.00	7,256.00	8,372.00	9,487.00	60,299.00	73,694.00	87,069.00	100,464.00	113,838.00
521	31.02	37.91	44.79	51.67	58.55	2,481.60	3,032.80	3,583.20	4,133.60	4,684.00	5,377.00	6,571.00	7,764.00	8,956.00	10,149.00	64,522.00	78,853.00	93,163.00	107,474.00	121,784.00
522	33.19	40.56	47.93	55.30	62.66	2,655.20	3,244.80	3,834.40	4,424.00	5,012.80	5,753.00	7,030.00	8,308.00	9,585.00	10,861.00	69,035.00	84,365.00	99,694.00	115,024.00	130,333.00
523	35.51	43.40	51.28	59.17	67.05	2,840.80	3,472.00	4,102.40	4,733.60	5,364.00	6,155.00	7,523.00	8,889.00	10,256.00	11,622.00	73,861.00	90,272.00	106,662.00	123,074.00	139,464.00
524	38.00	46.44	54.87	63.31	71.74	3,040.00	3,715.20	4,389.60	5,064.80	5,739.20	6,587.00	8,050.00	9,511.00	10,974.00	12,435.00	79,040.00	96,595.00	114,130.00	131,685.00	149,219.00
525	40.66	49.69	58.72	67.75	76.77	3,252.80	3,975.20	4,697.60	5,420.00	6,141.60	7,048.00	8,613.00	10,178.00	11,743.00	13,307.00	84,573.00	103,355.00	122,138.00	140,920.00	159,682.00
526	43.51	53.17	62.83	72.49	82.14	3,480.80	4,253.60	5,026.40	5,799.20	6,571.20	7,542.00	9,216.00	10,891.00	12,565.00	14,238.00	90,501.00	110,594.00	130,686.00	150,779.00	170,851.00
527	46.56	56.89	67.22	77.55	87.88	3,724.80	4,551.20	5,377.60	6,204.00	7,030.40	8,070.00	9,861.00	11,652.00	13,442.00	15,233.00	96,845.00	118,331.00	139,818.00	161,304.00	182,790.00
528	49.81	60.87	71.92	82.98	94.03	3,984.80	4,869.60	5,753.60	6,638.40	7,522.40	8,634.00	10,551.00	12,466.00	14,383.00	16,299.00	103,605.00	126,610.00	149,594.00	172,598.00	195,582.00
529	53.30	65.13	76.96	88.79	100.62	4,264.00	5,210.40	6,156.80	7,103.20	8,049.60	9,239.00	11,289.00	13,340.00	15,390.00	17,441.00	110,864.00	135,470.00	160,077.00	184,683.00	209,290.00
530	57.03	69.69	82.34	95.00	107.65	4,562.40	5,575.20	6,587.20	7,600.00	8,612.00	9,885.00	12,080.00	14,272.00	16,467.00	18,659.00	118,622.00	144,955.00	171,267.00	197,600.00	223,912.00
531	61.02	74.57	88.11	101.65	115.19	4,881.60	5,965.60	7,048.80	8,132.00	9,215.20	10,577.00	12,926.00	15,272.00	17,619.00	19,966.00	126,922.00	155,106.00	183,269.00	211,432.00	239,595.00