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GENERAL CIRCULAR NUMBER 2021-035

DATE: August 6, 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. 2021-026](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on July 7, 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: SEPTEMBER 6, 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
Director

**IMPLEMENTATION INSTRUCTIONS
FOR PAY PLAN CHANGES RESULTING FROM THE JULY 7, 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 September 6, 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.

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
174120	PROCUREMENT ANALYST 1	AS	612	A2
174130	PROCUREMENT ANALYST 2	AS	613	A2
174140	PROCUREMENT ANALYST 3	AS	615	A2
174150	PROCUREMENT SPECIALIST	AS	616	A2
174160	PROCUREMENT SUPERVISOR	AS	617	A2
174170	PROCUREMENT PROGRAM MANAGER	AS	618	A2
174180	PROCUREMENT MANAGER	AS	620	A2

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
174190	PROCUREMENT DIRECTOR	AS	622	A2
174200	FERRYBOAT DECKHAND 1	WS	209	H4
174210	FERRYBOAT DECKHAND 2	WS	210	H4
174220	FERRYBOAT DECKHAND 3	WS	212	H4
174230	FERRYBOAT OPERATOR 1	WS	213	H4
174240	FERRYBOAT OPERATOR 2	WS	215	H4
174250	FERRYBOAT OPERATOR 3	WS	217	H4
174260	FERRYBOAT OPERATOR SENIOR	WS	219	H4
174270	FERRYBOAT OPERATIONS SUPERVISOR	WS	220	H4
174280	FERRYBOAT OPERATIONS MANAGER A	WS	221	H4
174290	FERRYBOAT OPERATIONS MANAGER B	WS	222	H4

JOBS TO BE 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
164990	PROCUREMENT DIRECTOR 1
165000	PROCUREMENT DIRECTOR 2
165010	PROCUREMENT DIRECTOR 3
165020	PROCUREMENT DIRECTOR 4 EXEMPT
165030	PROCUREMENT MANAGER 1 NON-EXEMPT
165040	PROCUREMENT MANAGER 1 EXEMPT
165050	PROCUREMENT MANAGER 2 NON-EXEMPT
165060	PROCUREMENT MANAGER 2 EXEMPT
165070	PROCUREMENT SPECIALIST 1
165080	PROCUREMENT SPECIALIST 2
165090	PROCUREMENT SPECIALIST 3

JOB CODE	JOB TITLE
165100	PROCUREMENT SPECIALIST 4 EXEMPT
103120	MARINE MECHANIC 1
103140	MARINE MECHANIC 2
102980	MARINE ENGINEER 1
146200	MARINE ENGINEER 2
103030	MARINE DECKHAND
143290	MARINE DECK/TOLL COLLECT
103150	MARINE OILER
103310	MARINE TRADES HELPER
103110	MARINE MASTER 1
102950	MARINE CHIEF ENGINEER
146210	MARINE MASTER 2
103070	MARINE MAINTENANCE SUPT 1
103090	MARINE MAINTENANCE SUPT 2
103100	MARINE MASTER 3
103180	MARINE OPERATIONS SUPT 1
148150	MARINE OPERATIONS SUPT 2