



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

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## GENERAL CIRCULAR NUMBER 2021-046

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**DATE:** November 18, 2021

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

**SUBJECT:** Announcement of December 1, 2021 Pay Hearing

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The State Civil Service Commission will hold a public hearing on Wednesday, December 1, 2021, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9:00 a.m. and will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana.

The Commission will consider the following Exhibits:

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (A) 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: New Jobs Proposed for Addition to the Pay Plan (see attached)

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (B) 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 B: Jobs Proposed to be Abolished from the Pay Plan (see attached)

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (C) REQUIRE RATIFICATION OF ONLY THE STATE CIVIL SERVICE COMMISSION WITH PRIOR APPROVAL GIVEN BY THE STATE CIVIL SERVICE DIRECTOR.**

EXHIBIT C: Ratification of Job Specification Changes (see attached).

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

**Please review this proposal and furnish any comments that you consider pertinent by close of business November 29, 2021.** 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 Nicole Tucker, State Civil Service Chief Operating Officer, at [Nicole.Tucker@la.gov](mailto:Nicole.Tucker@la.gov) or (225) 342-8272, or to Janelle Hanysworth, State Civil Service Compensation Program Manager, at [Janelle.Hanysworth@la.gov](mailto:Janelle.Hanysworth@la.gov) or (225) 342-8266.

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

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

**EXHIBIT A: NEW JOBS PROPOSED FOR ADDITION TO THE PAY PLAN SINCE THE PAY HEARING ON JULY 7, 2021 (page 1 of 2)**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
174300	IT STATEWIDE ASSOCIATE ANALYST 1	TS	310
174310	IT STATEWIDE ASSOCIATE ANALYST 2	TS	311
174320	IT STATEWIDE ASSOCIATE ANALYST 3	TS	312
174330	IT STATEWIDE ASSOCIATE ANALYST 4	TS	313
174340	IT STATEWIDE ANALYST 1	TS	314
174350	IT STATEWIDE ANALYST 2	TS	315
174360	IT STATEWIDE ANALYST 3	TS	316
174370	IT STATEWIDE SENIOR ANALYST 1	TS	317
174380	IT STATEWIDE SENIOR ANALYST 2	TS	318
174390	IT STATEWIDE SENIOR ANALYST 3	TS	319
174400	IT STATEWIDE APPLICATIONS DEVELOPER 1	TS	310
174410	IT STATEWIDE APPLICATIONS DEVELOPER 2	TS	311
174420	IT STATEWIDE APPLICATIONS DEVELOPER 3	TS	312
174430	IT STATEWIDE APPLICATIONS DEVELOPER 4	TS	313
174440	IT STATEWIDE APPLICATIONS SENIOR DEVELOPER 1	TS	314

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
174450	IT STATEWIDE APPLICATIONS SENIOR DEVELOPER 2	TS	315
174460	IT STATEWIDE APPLICATIONS SENIOR DEVELOPER 3	TS	316
174470	IT STATEWIDE APPLICATIONS ENGINEER	TS	317
174480	IT STATEWIDE APPLICATIONS ARCHITECT	TS	318
174490	IT STATEWIDE APPLICATIONS SENIOR ARCHITECT	TS	319
174500	IT STATEWIDE ASSOCIATE ENGINEER 1	TS	310
174510	IT STATEWIDE ASSOCIATE ENGINEER 2	TS	311
174520	IT STATEWIDE ASSOCIATE ENGINEER 3	TS	312
174530	IT STATEWIDE ASSOCIATE ENGINEER 4	TS	313
174540	IT STATEWIDE ENGINEER 1	TS	314
174550	IT STATEWIDE ENGINEER 2	TS	315
174560	IT STATEWIDE ENGINEER 3	TS	316
174570	IT STATEWIDE SENIOR ENGINEER	TS	317
174580	IT STATEWIDE ARCHITECT	TS	318
174590	IT STATEWIDE SENIOR ARCHITECT	TS	319

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
174600	IT STATEWIDE INFOSEC ASSOCIATE ANALYST 1	TS	311
174610	IT STATEWIDE INFOSEC ASSOCIATE ANALYST 2	TS	312
174620	IT STATEWIDE INFOSEC ANALYST 1	TS	313
174630	IT STATEWIDE INFOSEC ANALYST 2	TS	314
174640	IT STATEWIDE INFOSEC ANALYST 3	TS	315
174650	IT STATEWIDE INFOSEC OFFICER 1	TS	316
174660	IT STATEWIDE INFOSEC OFFICER 2	TS	317
174670	IT STATEWIDE INFOSEC OFFICER 3	TS	318
174680	IT STATEWIDE INFOSEC OFFICER 4	TS	319
174690	IT STATEWIDE PROGRAM MANAGER 1	TS	314
174700	IT STATEWIDE PROGRAM MANAGER 2	TS	315
174710	IT STATEWIDE PROGRAM MANAGER 3	TS	316
174720	IT STATEWIDE SENIOR PROGRAM MGR 1	TS	317
174730	IT STATEWIDE SENIOR PROGRAM MGR 2	TS	318
174740	IT STATEWIDE SENIOR PROGRAM MGR 3	TS	319

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

**EXHIBIT A: NEW JOBS PROPOSED FOR ADDITION TO THE PAY PLAN SINCE THE PAY HEARING ON JULY 7, 2021 (page 2 of 2)**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
174750	IT STATEWIDE TECHNICAL SUPPORT ANALYST 1	TS	308
174760	IT STATEWIDE TECHNICAL SUPPORT ANALYST 2	TS	309
174770	IT STATEWIDE TECHNICAL SUPPORT ANALYST 3	TS	310
174780	IT STATEWIDE SYSTEMS TECHNICIAN 1	TS	311
174790	IT STATEWIDE SYSTEMS TECHNICIAN 2	TS	312
174800	IT STATEWIDE SYSTEMS TECHNICIAN 3	TS	313
174810	IT STATEWIDE SYSTEMS TECHNICIAN 4	TS	314
174820	IT STATEWIDE SYSTEMS SUPPORT ENGINEER 1	TS	315
174830	IT STATEWIDE SYSTEMS SUPPORT ENGINEER 2	TS	316
174840	IT STATEWIDE SYSTEMS SUPPORT SENIOR ENGINEER	TS	317
174850	OTS STATEWIDE OPERATIONS ASSOCIATE 1	TS	308
174860	OTS STATEWIDE OPERATIONS ASSOCIATE 2	TS	309
174870	OTS STATEWIDE OPERATIONS ASSOCIATE 3	TS	310
174880	OTS STATEWIDE OPERATIONS ASSOCIATE 4	TS	311
174890	OTS STATEWIDE OPERATIONS ANALYST 1	TS	312

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
174900	OTS STATEWIDE OPERATIONS ANALYST 2	TS	313
174910	OTS STATEWIDE OPERATIONS ANALYST 3	TS	314
174920	OTS STATEWIDE OPERATIONS SENIOR ANALYST 1	TS	315
174930	OTS STATEWIDE OPERATIONS SENIOR ANALYST 2	TS	316
174940	IT STATEWIDE OPERATOR 1	TS	304
174950	IT STATEWIDE OPERATOR 2	TS	305
174960	IT STATEWIDE OPERATOR 3	TS	306
174970	IT STATEWIDE OPERATOR 4	TS	307
174980	IT STATEWIDE SENIOR OPERATOR 1	TS	308
174990	IT STATEWIDE SENIOR OPERATOR 2	TS	309
175000	IT STATEWIDE OPERATOR SUPERVISOR 1	TS	310
175010	IT STATEWIDE OPERATOR SUPERVISOR 2	TS	312
175020	OTS STATEWIDE PRINTING CONSULTANT 1	TS	304
175030	OTS STATEWIDE PRINTING CONSULTANT 2	TS	305
175040	OTS STATEWIDE PRINTING CONSULTANT 3	TS	306
175050	OTS STATEWIDE PRINTING CONSULTANT 4	TS	307

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
175060	OTS STATEWIDE GRAPHICS CONSULTANT	TS	309
175070	OTS STATEWIDE PRINTING ACCOUNT ANALYST 1	TS	311
175080	OTS STATEWIDE PRINTING ACCOUNT ANALYST 2	TS	312
175090	OTS STATEWIDE PRINT SERVICES SUPERVISOR	TS	313
175100	IT STATEWIDE MANAGER 1	TS	315
175110	IT STATEWIDE MANAGER 2	TS	316
175120	IT STATEWIDE MANAGER 3	TS	317
175130	IT STATEWIDE DIRECTOR 1	TS	318
175140	IT STATEWIDE DIRECTOR 2	TS	319
175150	IT STATEWIDE DIRECTOR 3	TS	320
175160	IT STATEWIDE ADMINISTRATOR 1	TS	321
175170	IT STATEWIDE ADMINISTRATOR 2	TS	322
175180	IT STATEWIDE DEPUTY CIO	TS	323
175190	IT STATEWIDE MANAGEMENT OFFICER 1	TS	316
175200	IT STATEWIDE MANAGEMENT OFFICER 2	TS	318
175210	IT STATEWIDE MANAGEMENT OFFICER 3	TS	319

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

**EXHIBIT B: JOBS PROPOSED TO BE ABOLISHED FROM THE PAY PLAN SINCE THE PAY HEARING ON JULY 7, 2021**

<b>JOB CODE</b>	<b>JOB TITLE</b>
163370	IT STWD SYST ANALYST 1
163380	IT STWD SYST ANALYST 2
163400	IT STWD SYST MANAGER
163410	IT STWD SYST ASST DIR
163420	IT STWD SYST DEP DIR
163510	IT STWD PROJ OFF
163520	IT STWD PROJ LDR
163530	IT STWD DIRECTOR
165960	IT STATEWIDE ASST DIR
168470	IT STWD SYST PROG ANYL
168480	IT STWD SYST ANYL SUPV
163240	IT PROD CONTROL TECH 1
163250	IT PROD CONTROL TECH 2
163260	IT PROD CONTROL TECH 3
163270	IT PROD CONTROL SUPV
163280	IT PROD CONTROL MGR

<b>JOB CODE</b>	<b>JOB TITLE</b>
120480	IT TELECOMM ADMIN
120500	IT TELE TECH SVCS ADMIN
126380	IT TELECOMM TECH ANYL 1
126390	IT TELECOMM TECH ANYL 2
126400	IT TELECOMM TECH ANYL 3
157380	IT TELECOMM ANALYST MGR 1
157390	IT TELECOMM ANALYST MGR 2
126340	TELECOM CONSULTANT SUPV
126350	TELECOM COUNSULTANT 1
126360	TELECOM CONSULTANT 2
126370	TELECOM CONSULTANT 3
103610	PRINTING CONSULTANT 2
103620	PRINTING CONSULTANT 3
103630	PRINTING CONSULTANT SUPV
103640	PRINTING CONSULTANT 1
163450	ST DATA RES OFFICER

**Exhibit requiring ratification of only the State Civil Service Commission with prior approval given by the State Civil Service Director for implementation:**

**EXHIBIT C: RATIFICATION OF JOB SPECIFICATION CHANGES**

<b>JOB CODE</b>	<b>JOB TITLE</b>
165280	LICENSING ANALYST 2
173880	LICENSING ANALYST 3
172110	WORK DEV SPEC 1
172120	WORK DEV SPEC 2
172130	WORK DEV SPEC 3
172140	WORK DEV SPEC 4

<b>JOB CODE</b>	<b>JOB TITLE</b>
172150	WORK DEV SPEC 5
172160	WORK DEV SPEC 6
172220	WORK DEV SPEC 7
172170	WORK DEV SPEC 8
172180	WORK DEV SPEC 9
172190	WORK DEV SPEC 10