



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

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## GENERAL CIRCULAR NUMBER 2022-006

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**DATE:** January 20, 2022

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

**SUBJECT:** Announcement of February 2, 2022 Pay Hearing

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The State Civil Service Commission will hold a public hearing on Wednesday, February 2, 2022, 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), (B) AND (C) 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 Pay Schedule Changes (see attached)

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

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

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (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 D:** Proposed Job Title Changes to the Pay Plan (see attached).

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

**EXHIBIT F:** Proposed Jobs to be Abolished from 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 with any comments that you consider pertinent by close of business January 31, 2022.** 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, Nicole Tucker, at [Nicole.Tucker@la.gov](mailto:Nicole.Tucker@la.gov) or (225) 342-8272.

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/Chris D. Deer  
State Civil Service Deputy Director

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

**EXHIBIT A: PROPOSED PAY SCHEDULE CHANGES SINCE THE DECEMBER 1, 2021 PAY HEARING**

WS	Hourly					Biweekly					Monthly					Annual				
	Min	1st Quartile	Midpoint	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Max
201	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
202	8.25	9.54	10.82	12.11	13.39	660.00	763.20	865.60	968.80	1,071.20	1,430.00	1,654.00	1,876.00	2,099.00	2,321.00	17,160.00	19,843.00	22,506.00	25,189.00	27,851.00
203	8.39	9.88	11.36	12.85	14.33	671.20	790.40	908.80	1,028.00	1,146.40	1,454.00	1,713.00	1,969.00	2,227.00	2,484.00	17,451.00	20,550.00	23,629.00	26,728.00	29,806.00
204	8.55	10.25	11.94	13.64	15.33	684.00	820.00	955.20	1,091.20	1,226.40	1,482.00	1,777.00	2,070.00	2,364.00	2,657.00	17,784.00	21,320.00	24,835.00	28,371.00	31,886.00
205	9.15	10.97	12.78	14.59	16.40	732.00	877.60	1,022.40	1,167.20	1,312.00	1,586.00	1,902.00	2,215.00	2,529.00	2,843.00	19,032.00	22,818.00	26,582.00	30,347.00	34,112.00
206	9.79	11.73	13.67	15.61	17.54	783.20	938.40	1,093.60	1,248.80	1,403.20	1,697.00	2,033.00	2,370.00	2,706.00	3,040.00	20,363.00	24,398.00	28,434.00	32,469.00	36,483.00
207	10.48	12.56	14.63	16.70	18.77	838.40	1,004.80	1,170.40	1,336.00	1,501.60	1,817.00	2,177.00	2,536.00	2,895.00	3,254.00	21,798.00	26,125.00	30,430.00	34,736.00	39,042.00
208	11.21	13.43	15.65	17.87	20.09	896.80	1,074.40	1,252.00	1,429.60	1,607.20	1,943.00	2,328.00	2,713.00	3,098.00	3,482.00	23,317.00	27,934.00	32,552.00	37,170.00	41,787.00
209	11.99	14.37	16.75	19.13	21.50	959.20	1,149.60	1,340.00	1,530.40	1,720.00	2,078.00	2,491.00	2,903.00	3,316.00	3,727.00	24,939.00	29,890.00	34,840.00	39,790.00	44,720.00
210	12.82	15.37	17.91	20.46	23.00	1,025.60	1,229.60	1,432.80	1,636.80	1,840.00	2,222.00	2,664.00	3,104.00	3,546.00	3,987.00	26,666.00	31,970.00	37,253.00	42,557.00	47,840.00
211	13.72	16.45	19.17	21.89	24.61	1,097.60	1,316.00	1,533.60	1,751.20	1,968.80	2,378.00	2,851.00	3,323.00	3,794.00	4,266.00	28,538.00	34,216.00	39,874.00	45,531.00	51,189.00
212	14.68	17.60	20.51	23.42	26.33	1,174.40	1,408.00	1,640.80	1,873.60	2,106.40	2,545.00	3,051.00	3,555.00	4,060.00	4,564.00	30,534.00	36,608.00	42,661.00	48,714.00	54,766.00
213	15.71	18.83	21.94	25.06	28.17	1,256.80	1,506.40	1,755.20	2,004.80	2,253.60	2,723.00	3,264.00	3,803.00	4,344.00	4,883.00	32,677.00	39,166.00	45,635.00	52,125.00	58,594.00
214	16.81	20.15	23.48	26.81	30.14	1,344.80	1,612.00	1,878.40	2,144.80	2,411.20	2,914.00	3,493.00	4,070.00	4,647.00	5,224.00	34,965.00	41,912.00	48,838.00	55,765.00	62,691.00
215	17.98	21.55	25.12	28.69	32.25	1,438.40	1,724.00	2,009.60	2,295.20	2,580.00	3,117.00	3,735.00	4,354.00	4,973.00	5,590.00	37,398.00	44,824.00	52,250.00	59,675.00	67,080.00
216	19.24	23.06	26.88	30.70	34.51	1,539.20	1,844.80	2,150.40	2,456.00	2,760.80	3,335.00	3,997.00	4,659.00	5,321.00	5,982.00	40,019.00	47,965.00	55,910.00	63,856.00	71,781.00
217	20.59	24.68	28.76	32.85	36.93	1,647.20	1,974.40	2,300.80	2,628.00	2,954.40	3,569.00	4,278.00	4,985.00	5,694.00	6,401.00	42,827.00	51,334.00	59,821.00	68,328.00	76,814.00
218	22.03	26.40	30.77	35.14	39.51	1,762.40	2,112.00	2,461.60	2,811.20	3,160.80	3,819.00	4,576.00	5,334.00	6,091.00	6,848.00	45,822.00	54,912.00	64,002.00	73,091.00	82,181.00
219	23.58	28.26	32.93	37.61	42.28	1,886.40	2,260.80	2,634.40	3,008.80	3,382.40	4,087.00	4,898.00	5,708.00	6,519.00	7,329.00	49,046.00	58,781.00	68,494.00	78,229.00	87,942.00
220	25.22	30.23	35.23	40.24	45.24	2,017.60	2,418.40	2,818.40	3,219.20	3,619.20	4,372.00	5,240.00	6,107.00	6,975.00	7,842.00	52,458.00	62,878.00	73,278.00	83,699.00	94,099.00
221	26.99	32.35	37.70	43.05	48.40	2,159.20	2,588.00	3,016.00	3,444.00	3,872.00	4,678.00	5,607.00	6,535.00	7,462.00	8,389.00	56,139.00	67,288.00	78,416.00	89,544.00	100,672.00
222	28.87	34.60	40.33	46.06	51.79	2,309.60	2,768.00	3,226.40	3,684.80	4,143.20	5,004.00	5,997.00	6,991.00	7,984.00	8,977.00	60,050.00	71,968.00	83,886.00	95,805.00	107,723.00
223	30.89	37.02	43.15	49.28	55.41	2,471.20	2,961.60	3,452.00	3,942.40	4,432.80	5,354.00	6,417.00	7,479.00	8,542.00	9,604.00	64,251.00	77,002.00	89,752.00	102,502.00	115,253.00
224	33.05	39.62	46.18	52.74	59.30	2,644.00	3,169.60	3,694.40	4,219.20	4,744.00	5,729.00	6,868.00	8,005.00	9,142.00	10,279.00	68,744.00	82,410.00	96,054.00	109,699.00	123,344.00
225	35.37	42.39	49.41	56.43	63.45	2,829.60	3,391.20	3,952.80	4,514.40	5,076.00	6,131.00	7,348.00	8,564.00	9,781.00	10,998.00	73,570.00	88,171.00	102,773.00	117,374.00	131,976.00

**EXHIBIT B: PROPOSED NEW JOBS FOR ADDITION TO THE PAY PLAN  
SINCE THE DECEMBER 1, 2021 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
175240	PROBATION AND PAROLE REGIONAL ADMINISTRATOR—JUVENILE	PS	119	F5
175230	PROBATION AND PAROLE DIRECTOR—JUVENILE	PS	122	F5
175220	YOUTH FACILITIES DIRECTOR—STATEWIDE	PS	122	F5
175250	TOURISM MARKETING REPRESENTATIVE 1	AS	614	D2
175260	TOURISM MARKETING REPRESENTATIVE 2	AS	615	D2
175270	TOURISM MARKETING REPRESENTATIVE 3	AS	617	D2
175280	TOURISM MARKETING MANAGER	AS	619	D2
175290	TOURISM MARKETING DIRECTOR	AS	621	D2

**EXHIBIT C: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN  
SINCE THE DECEMBER 1, 2021 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
169090	YOUTH FACILITY ASSISTANT DIRECTOR	AS	619	PS	116
169100	YOUTH FACILITY DEPUTY DIRECTOR	AS	621	PS	118
169110	YOUTH FACILITY DIRECTOR	AS	623	PS	120

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

**EXHIBIT D: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN  
SINCE THE DECEMBER 1, 2021 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
143890	PROBATION AND PAROLE PROGRAM MANAGER 2—JUVENILE	PROBATION AND PAROLE PROGRAM MANAGER—JUVENILE
156110	CONTAINER CRANE TECHNICIAN 1	PORT CRANE TECHNICIAN 1
174020	CONTAINER CRANE TECHNICIAN 2	PORT CRANE TECHNICIAN 2
156120	CONTAINER CRANE TECHNICIAN 3	PORT CRANE TECHNICIAN 3
171110	CONTAINER CRANE TECHNICIAN 4	PORT CRANE TECHNICIAN 4
156100	CONTAINER CRANE SUPERVISOR	PORT CRANE SUPERVISOR
156090	CONTAINER CRANE MANAGER	PORT CRANE MANAGER

**EXHIBIT E: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN  
SINCE THE DECEMBER 1, 2021 PAY HEARING**

<b>JOB CODE</b>	<b>JOB TITLE</b>
156110	CONTAINER CRANE TECHNICIAN 1 <sup>1</sup>
174020	CONTAINER CRANE TECHNICIAN 2 <sup>1</sup>
156120	CONTAINER CRANE TECHNICIAN 3 <sup>1</sup>
171110	CONTAINER CRANE TECHNICIAN 4 <sup>1</sup>
156100	CONTAINER CRANE SUPERVISOR <sup>1</sup>
156090	CONTAINER CRANE MANAGER <sup>1</sup>
169090	YOUTH FACILITY ASSISTANT DIRECTOR
169100	YOUTH FACILITY DEPUTY DIRECTOR
169110	YOUTH FACILITY DIRECTOR
144420	PROBATION AND PAROLE DISTRICT MANAGER 1—JUVENILE
144610	PROBATION AND PAROLE DISTRICT MANAGER 2—JUVENILE
144620	PROBATION AND PAROLE DISTRICT MANAGER 3—JUVENILE
144660	PROBATION AND PAROLE PROGRAM SPECIALIST—JUVENILE
143890	PROBATION AND PAROLE PROGRAM MANAGER 2—JUVENILE <sup>1</sup>

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

**EXHIBIT F: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN  
SINCE THE DECEMBER 1, 2021 PAY HEARING**

<b>JOB CODE</b>	<b>JOB TITLE</b>
123250	DIRECTOR OF OUTDOOR RECREATION
161790	CPTP TRAINING PROGRAM MANAGER
170180	CPTP OPERATIONS MANAGER
148520	STATE AUDITOR-IN-TRAINING
113960	STATE AUDITOR 1
113970	STATE AUDITOR 2
113980	STATE AUDITOR 3
113950	STATE AUDIT MANAGER
113930	STATE AUDIT ASSISTANT DIRECTOR
113940	STATE AUDIT DIRECTOR
113900	SECURITIES ANALYST 1
113910	SECURITIES ANALYST 2
110450	GRAPHIC ARTIST
150990	RESEARCH DIRECTOR--TOURISM
121740	PROBATION AND PAROLE PROGRAM DIRECTOR--JUVENILE
121730	PROBATION AND PAROLE PROGRAM ASSISTANT DIRECTOR--JUVENILE