



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

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## GENERAL CIRCULAR NUMBER 2022-008

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**DATE:** February 14, 2022

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

**SUBJECT:** Changes to the Pay Plan

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Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2022-006](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on February 2, 2022. 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: MARCH 21, 2022**

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](mailto: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 FEBRUARY 2, 2022 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 March 21, 2022. 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 position descriptions.

Employees on detail to special duty that are affected by the implementation of these pay plan changes shall be returned to their home position and, subject to the agency's discretion, re-detailed to reflect the correct information on their personnel records.

### **WS PAY SCHEDULE CHANGES TO THE PAY PLAN**

#### Implementation Instructions for WS Pay Schedule Changes:

Employees with a rate of pay below the new WS pay grade minimum for their respective pay grade shall be increased to the minimum, effective March 21, 2022. Employees with a rate of pay above the new minimums will retain their rate of pay in accordance with State Civil Service Rule 6.8.1.

Gov HCM agencies will need to create a Basic Pay entry entitled "Structure Adjustment" with an effective date of 3/21/2022 for these affected employees. This record shall 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 March 21, 2022. The structure adjustment will need to be entered manually for those employees below the new pay schedule minimums.*

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

### **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
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

### 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. Employees with a rate of pay below the minimums of their respective pay grade shall be increased to the minimum, effective March 21, 2022.

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

## JOB TITLE CHANGES TO THE PAY PLAN

### 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
143890	PROBATION AND PAROLE PROGRAM MANAGER 2—JUVENILE	PROBATION AND PAROLE PROGRAM MANAGER—JUVENILE
156110	CONTAINER CRANE TECHNICIAN 1	PORT CRANE TECHNCIAN 1
174020	CONTAINER CRANE TECHNICIAN 2	PORT CRANE TECHNCIAN 2
156120	CONTAINER CRANE TECHNICIAN 3	PORT CRANE TECHNCIAN 3
171110	CONTAINER CRANE TECHNICIAN 4	PORT CRANE TECHNCIAN 4
156100	CONTAINER CRANE SUPERVISOR	PORT CRANE SUPERVISOR
156090	CONTAINER CRANE MANAGE	PORT CRANE MANAGER

## 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. However, job codes noted with a superscript are still required to be submitted for job correction due to the approved job title change for the job code.

JOB CODE	JOB TITLE
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> – Approved job title change; job correction required.

## 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
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

WS Pay Schedule  
Effective March 21, 2022

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