



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

Post Office Box 94111  
Baton Rouge, LA 70804-9111  
225.342.8274  
[scsinfo@la.gov](mailto:scsinfo@la.gov)  
[civilservice.la.gov](http://civilservice.la.gov)

## GENERAL CIRCULAR NUMBER 2022-014

---

**DATE:** April 22, 2022

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

**SUBJECT:** Announcement of May 4, 2022 Pay Hearing

---

The State Civil Service Commission will hold a public hearing on Wednesday, May 4, 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) AND (B) 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 New Jobs for Addition to the Pay Plan (see attached).

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

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

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

**EXHIBIT E:** Proposed Jobs to be Abolished from the Pay Plan (see attached).

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

**EXHIBIT F:** 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 us any comments that you consider pertinent by close of business May 2, 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/Byron P. Decoteau, Jr.  
State Civil Service Director

**Exhibits 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 FEBRUARY 2, 2022**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>PAY SCHED</b>	<b>PAY LEVEL</b>	<b>OCC GRP CODE</b>
175300	IT ASSOCIATE 1	TS	308	C5
175310	IT ASSOCIATE 2	TS	309	C5
175320	IT APPLICATIONS DEVELOPER 1	TS	311	C5
175330	IT APPLICATIONS DEVELOPER 2	TS	312	C5
175340	IT APPLICATIONS DEVELOPER 3	TS	313	C5
175350	IT APPLICATIONS SPECIALIST 1	TS	314	C5
175360	IT APPLICATIONS SPECIALIST 2	TS	315	C5
175370	IT APPLICATIONS ENGINEER	TS	316	C5
175380	IT APPLICATIONS ARCHITECT	TS	317	C5
175390	BUSINESS TECHNOLOGY ANALYST 1	TS	311	C5
175400	BUSINESS TECHNOLOGY ANALYST 2	TS	312	C5
175410	BUSINESS TECHNOLOGY ANALYST 3	TS	313	C5
175420	BUSINESS TECHNOLOGY SPECIALIST 1	TS	314	C5
175430	BUSINESS TECHNOLOGY SPECIALIST 2	TS	315	C5
175440	BUSINESS TECHNOLOGY SUPERVISOR	TS	316	C5
175450	IT TECHNICAL SUPPORT ANALYST 1	TS	311	C5
175460	IT TECHNICAL SUPPORT ANALYST 2	TS	312	C5
175470	IT TECHNICAL SUPPORT ANALYST 3	TS	313	C5
175480	IT TECHNICAL SPECIALIST 1	TS	314	C5
175490	IT TECHNICAL SPECIALIST 2	TS	315	C5
175500	IT TECHNICAL ENGINEER	TS	316	C5
175510	IT TECHNICAL ARCHITECT	TS	317	C5
175520	IT INFOSEC ANALYST 1	TS	311	C5
175530	IT INFOSEC ANALYST 2	TS	312	C5
175540	IT INFOSEC ANALYST 3	TS	313	C5
175550	IT INFOSEC SPECIALIST 1	TS	314	C5
175560	IT INFOSEC SPECIALIST 2	TS	315	C5
175570	IT INFOSEC ENGINEER	TS	316	C5
175580	IT INFOSEC ARCHITECT	TS	317	C5
175590	IT SUPERVISOR	TS	316	C5
175600	IT PROGRAM MANAGER	TS	317	C5
175610	IT MANAGER	TS	318	C5
175620	IT DEPUTY ADMINISTRATOR	TS	319	C5
175630	IT DIRECTOR	TS	320	C5
175640	IT ADMINISTRATOR	TS	321	C5
175650	STATE FIRE MARSHAL SPECIALTY INSPECTOR	PS	114	C5
175660	STATE FIRE MARSHAL DEPUTY CHIEF	PS	120	C5

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON FEBRUARY 2, 2022**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
172730	STATE FIRE MARSHAL CAPTAIN <sup>1</sup>	PS	114	PS	115
172720	STATE FIRE MARSHAL DISTRICT CHIEF <sup>1</sup>	PS	115	PS	116
172700	STATE FIRE MARSHAL ASSISTANT CHIEF <sup>1</sup>	PS	117	PS	118
175180	IT STATEWIDE DEPUTY CIO	TS	323	TS	324

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

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

**EXHIBIT C: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON FEBRUARY 2, 2022**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
172730	STATE FIRE MARSHAL CAPTAIN	STATE FIRE MARSHAL LIEUTENANT
172720	STATE FIRE MARSHAL DISTRICT CHIEF	STATE FIRE MARSHAL CAPTAIN
172700	STATE FIRE MARSHAL ASSISTANT CHIEF	STATE FIRE MARSHAL MAJOR

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON FEBRUARY 2, 2022**

JOB CODE	JOB TITLE
172750	STATE FIRE MARSHAL SENIOR DEPUTY
172730	STATE FIRE MARSHAL CAPTAIN <sup>1</sup>
172720	STATE FIRE MARSHAL DISTRICT CHIEF <sup>1</sup>
172700	STATE FIRE MARSHAL ASSISTANT CHIEF <sup>1</sup>

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

**EXHIBIT E: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN  
SINCE THE PAY HEARING ON FEBRUARY 2, 2022**

JOB CODE	JOB TITLE
163060	IT APPLICATIONS MANAGER 1
163070	IT APPLICATIONS MANAGER 2
163000	IT APPLICATIONS PROGRAMMER 1

<b>JOB CODE</b>	<b>JOB TITLE</b>
163010	IT APPLICATIONS PROGRAMMER 2
163020	IT APPLICATIONS PROGRAMMER/ANALYST 1
163030	IT APPLICATIONS PROGRAMMER/ANALYST 2
163040	IT APPLICATIONS PROGRAMMER/ANALYST 3 DCL
163050	IT APPLICATIONS PROJECT LEADER
163290	IT CENTER OPERATIONS MANAGER 1
163300	IT CENTER OPERATIONS MANAGER 2
163470	IT DEPUTY DIRECTOR 1
170490	IT DEPUTY DIRECTOR 2
163480	IT DIRECTOR 1
163490	IT DIRECTOR 2
163500	IT DIRECTOR 3
170500	IT DIRECTOR 4
163190	IT EQUIPMENT OPERATOR 1
163200	IT EQUIPMENT OPERATOR 2
163210	IT EQUIPMENT OPERATOR 3
166350	IT LIAISON OFFICER 1
166360	IT LIAISON OFFICER 2
166370	IT LIAISON OFFICER 3
166380	IT LIAISON OFFICER 4
166400	IT LIAISON OFFICER MANAGER
166390	IT LIAISON OFFICER SUPERVISOR
163170	IT MANAGEMENT CONSULTANT 2--DCL
163180	IT MANAGEMENT CONSULTANT SUPERVISOR
163160	IT MANAGMENT CONSULTANT 1
163570	IT OFFICE SPECIALIST 1
163580	IT OFFICE SPECIALIST 2
163590	IT OFFICE SPECIALIST 3
163230	IT OPERATIONS MANAGER
163220	IT OPERATIONS SHIFT SUPERVISOR
163080	IT TECHNICAL SUPPORT ANALYST 1
163090	IT TECHNICAL SUPPORT ANALYST 2
163130	IT TECHNICAL SUPPORT CONSULTANT--DCL
163150	IT TECHNICAL SUPPORT MANAGER
163100	IT TECHNICAL SUPPORT SPECIALIST 1
163110	IT TECHNICAL SUPPORT SPECIALIST 2
163120	IT TECHNICAL SUPPORT SPECIALIST 3
163140	IT TECHNICAL SUPPORT SUPERVISOR

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

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

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>EFFECTIVE DATE</b>
162780	REHABILITATION COUNSELOR ASSOCIATE	4/1/2022
134960	REHABILITATION COUNSELOR--ENTRY	4/1/2022
155860	REHABILITATION COUNSELOR	4/1/2022
164930	REHABILITATION COUNSELOR--MASTER	4/1/2022
134990	REHABILITATION DISTRICT SUPERVISOR	4/1/2022
155850	REHABILITATION EMPLOYMENT DEVELOPMENT SPECIALIST	4/1/2022
143100	REHABILITATION EVALUATOR	4/1/2022
165250	REHABILITATION EVALUATOR SUPERVISOR	4/1/2022
143090	REHABILITATION EVALUATOR--ENTRY	4/1/2022
164960	REHABILITATION EVALUATOR--MASTER	4/1/2022
143080	REHABILITATION INSTRUCTOR SUPERVISOR	4/1/2022
143050	REHABILITATION INSTRUCTOR 1	4/1/2022
143070	REHABILITATION INSTRUCTOR 2	4/1/2022
168530	REHABILITATION PROGRAM COORDINATOR	4/1/2022
168540	REHABILITATION PROGRAM MANAGER	4/1/2022
156250	REHABILITATION PROGRAM SPECIALIST	4/1/2022
135010	REHABILITATION REGIONAL MANAGER 1	4/1/2022
156240	REHABILITATION REGIONAL MANAGER 2	4/1/2022
106520	REHABILITATION SERVICES ASSISTANT DIRECTOR	4/1/2022
106530	REHABILITATION SERVICES DIRECTOR	4/1/2022
134980	REHABILITATION SPECIALIST 1	4/1/2022
164940	REHABILITATION SPECIALIST 2	4/1/2022
164950	REHABILITATION SPECIALIST—MASTER	4/1/2022
171760	STATE ACCOUNTING SYSTEM CONSULTANT 1	4/8/2022
171770	STATE ACCOUNTING SYSTEM CONSULTANT 2	4/8/2022
171780	STATE ACCOUNTING SYSTEM CONSULTANT 3	4/8/2022
171790	STATE ACCOUNTING SYSTEM CONSULTANT 4	4/8/2022
171820	STATE ACCOUNTING SYSTEM SUPERVISOR	4/8/2022
171810	STATE ACCOUNTING SYSTEM MANAGER	4/8/2022
171750	STATE ACCOUNTING SYSTEM ASSISTANT DIRECTOR	4/8/2022
171800	STATE ACCOUNTING SYSTEM DIRECTOR	4/8/2022