



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2022-018

DATE: May 17, 2022

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. 2022-014](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on May 4, 2022. Also, where necessary, the Governor has granted approval. The official job specifications will be available on the State Civil Service [Job Information and Test Finder](#) by the close of business on the effective date. For an outline of these changes, please refer to the attached implementation instructions.

EFFECTIVE DATE OF CHANGES: JUNE 13, 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 or (225) 342-8272.

Sincerely,
s/Byron P. Decoteau
Director

IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE MAY 4, 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 June 13, 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 positions.

MARKET ADJUSTMENTS

Agencies should note that these changes may affect calculations for Market Adjustments since the effective date of the Market Adjustment will fall within the 90-day implementation period. It is recommended that agencies enter the Market Adjustment for all affected employees timely regardless of job correction status. In the event that a job correction results in a change in the Market Adjustment percentage for an employee, a recalculation of the Market Adjustment will be necessary. State Civil Service will provide additional guidance on overwriting Market Adjustments in a separate General Circular.

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
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

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 as of the effective date.

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

¹ – The job title change for this job code is approved; see Job Title Changes to the Pay Plan.

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
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

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
172750	STATE FIRE MARSHAL SENIOR DEPUTY
172730	STATE FIRE MARSHAL CAPTAIN ¹
172720	STATE FIRE MARSHAL DISTRICT CHIEF ¹
172700	STATE FIRE MARSHAL ASSISTANT CHIEF ¹

¹ – The job title change for this job code is approved; see Job Title Changes to the Pay Plan.

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. Once all incumbents have been job corrected to other job titles, these jobs will be removed from the pay plan.

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