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GENERAL CIRCULAR NUMBER 2022-023

DATE: June 23, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of July 6, 2022 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, July 6, 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), (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 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 Miscellaneous Changes to the Pay Plan (see attached).

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

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

EXHIBIT G: 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 July 1, 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 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 MAY 4, 2022**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
175670	ELECTION TECHNICIAN REGIONAL COORDINATOR	WS	219	H3
175680	PARK ASSISTANT MANAGER	AS	615	I2
175690	PARK MANAGER A	AS	616	I2
175700	PARK MANAGER B	AS	617	I2
175710	PARK MANAGER C	AS	618	I2
175720	PARKS ADMINISTRATOR	AS	623	I2

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON MAY 4, 2022**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
139900	MINERAL PRODUCTION ANALYST 1	AS	610	AS	612
139920	MINERAL PRODUCTION ANALYST 2	AS	611	AS	613
139930	MINERAL PRODUCTION SPECIALIST	AS	613	AS	615
139940	MINERAL PRODUCTION SUPERVISOR	AS	615	AS	617
172810	WLF COMPLIANCE ANALYST A ¹	AS	610	AS	612
172820	WLF COMPLIANCE ANALYST B ¹	AS	611	AS	613
172830	WLF COMPLIANCE ANALYST C ¹	AS	612	AS	614
172840	WLF COMPLIANCE SUPERVISOR ¹	AS	615	AS	616

¹ – 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 MAY 4, 2022**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
172810	WLF COMPLIANCE ANALYST A	WILDLIFE AND FISHERIES COMPLIANCE ANALYST A

JOB CODE	FROM JOB TITLE	TO JOB TITLE
172820	WLF COMPLIANCE ANALYST B	WILDLIFE AND FISHERIES COMPLIANCE ANALYST B
172830	WLF COMPLIANCE ANALYST C	WILDLIFE AND FISHERIES COMPLIANCE ANALYST C
172840	WLF COMPLIANCE SUPERVISOR	WILDLIFE AND FISHERIES COMPLIANCE SUPERVISOR
172850	WLF COMPLIANCE MANAGER	WILDLIFE AND FISHERIES COMPLIANCE MANAGER
172860	WLF COMPLIANCE DIRECTOR	WILDLIFE AND FISHERIES COMPLIANCE DIRECTOR

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON MAY 4, 2022**

JOB CODE	JOB TITLE
173300	ELECTION MACHINE MECHANIC
133500	ELECTION TECHNICIAN A
133510	ELECTION TECHNICIAN B
172210	ELECTION TECHNICIAN C
133220	ELECTION TECHNICIAN SUPERVISOR
133230	ELECTION TECHNICIAN MANAGER
139900	MINERAL PRODUCTION ANALYST 1
139920	MINERAL PRODUCTION ANALYST 2
139930	MINERAL PRODUCTION SPECIALIST
139940	MINERAL PRODUCTION SUPERVISOR
139960	MINERAL PRODUCTION MANAGER
115530	PARKS DISTRICT MANAGER
115860	PARKS ASSISTANT CHIEF OF OPERATIONS
172810	WLF COMPLIANCE ANALYST A ¹
172820	WLF COMPLIANCE ANALYST B ¹
172830	WLF COMPLIANCE ANALYST C ¹
172840	WLF COMPLIANCE SUPERVISOR ¹
172850	WLF COMPLIANCE MANAGER ¹
172860	WLF COMPLIANCE DIRECTOR ¹

¹ – Proposed job title change; see Exhibit C.

**EXHIBIT E: PROPOSED MISCELLANEOUS CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON MAY 4, 2022**

JOB CODE	JOB TITLE	FROM	TO
139900	MINERAL PRODUCTION ANALYST 1	OCC GRP: B1	OCC GRP: F1

JOB CODE	JOB TITLE	FROM	TO
139920	MINERAL PRODUCTION ANALYST 2	OCC GRP: B1	OCC GRP: F1
139930	MINERAL PRODUCTION SPECIALIST	OCC GRP: B1	OCC GRP: F1
139940	MINERAL PRODUCTION SUPERVISOR	OCC GRP: B1	OCC GRP: F1
139960	MINERAL PRODUCTION MANAGER	OCC GRP: B1	OCC GRP: F1

**EXHIBIT F: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN
SINCE THE PAY HEARING ON MAY 4, 2022**

JOB CODE	JOB TITLE
139950	MINERAL PRODUCTION ASSISTANT MANAGER
171530	PARK MANAGER 1
171540	PARK MANAGER 2
171550	PARK MANAGER 3
171560	PARK MANAGER 4
171570	PARK MANAGER 5

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

EXHIBIT G: RATIFICATION OF JOB SPECIFICATION CHANGES

JOB CODE	JOB TITLE	EFFECTIVE DATE
165980	ARCHITECT SENIOR SPECIALIST DCL	4/29/2022
165970	ARCHITECT SPECIALIST DCL	4/29/2022
167470	BIOLOGIST DCL-A	4/29/2022
167480	BIOLOGIST DCL-B	4/29/2022
166280	COASTAL RESOURCES SCIENTIST SENIOR DCL B	4/29/2022
168250	COASTAL RESOURCES SCIENTIST STAFF DCL--A	4/29/2022
165490	ENGINEER 6--DCL	4/29/2022
166260	ENGINEERING TECHNICIAN DCL	4/29/2022
167000	ENVIRONMENTAL IMPACT SPECIALIST DCL	4/29/2022
164910	ENVIRONMENTAL SCIENTIST SENIOR DCL--B	4/29/2022
164900	ENVIRONMENTAL SCIENTIST STAFF DCL--A	4/29/2022
170530	FACILITY PLANNING AND CONTROL MANAGER--DCL	4/29/2022
166130	GEOLOGIST-DCL	4/29/2022

JOB CODE	JOB TITLE	EFFECTIVE DATE
172710	STATE FIRE MARSHAL DEPUTY 1	6/13/2022
172740	STATE FIRE MARSHAL DEPUTY 2	6/13/2022