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GENERAL CIRCULAR NUMBER 2022-060

DATE: December 29, 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 Exhibits A through E of [General Circular No. 2022-047](#) and in Exhibits E through G of [General Circular No. 2022-049](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearings as noted in the General Circulars. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: JANUARY 23, 2023

The changes outlined in the attached instructions are a result of job assessments as completed by State Civil Service. The official job specifications for the affected jobs will be available on the State Civil Service [Job Information and Test Finder](#) by the close of business on the effective date. If job corrections are required by SCS, position descriptions for affected positions shall be submitted to SCS as soon as possible and no later than 90 days following the effective date. All position descriptions received within the 90-day implementation period shall have an effective date of January 23, 2023. Pay for employees subject to job correction shall be determined in accordance with State Civil Service Rule 6.8.1, Pay Upon Job Correction.

Human Resources professionals at state agencies should carefully review the attached instructions to determine what actions are necessary to implement these changes relative to personnel and positions for their agency. Please note that any pending personnel actions are to be completed prior to the effective date for positions that will be affected by these changes. In addition, active eligible lists will no longer be valid after the effective date for positions that will be 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 by emailing SCS Compensation Program Manager, Janelle Haynsworth at janelle.haynsworth@la.gov or by calling (225) 342-8272.

Sincerely,

s/Byron P. Decoteau
Director

**IMPLEMENTATION INSTRUCTIONS
FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARINGS ON
NOVEMBER 2, 2022 & DECEMBER 7, 2022**

Please review the following information to determine the applicable instructions for your agency. Significant duty changes should not be present when submitting a position description for job correction. If significant duty changes are required at the time of implementation, it will be necessary to consult with SCS prior to submission. After the position descriptions have been completed by SCS, agencies shall ensure that all appropriate changes for personnel and positions are also made in the applicable HR system such as LaGov-HCM, etc.

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 perform duties that align with these job functions, but are currently allocated to a different job title, are required to be submitted to SCS for job correction. These positions shall be subject to job correction even after the 90-day implementation period.

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, agencies may submit position descriptions to establish new positions.

New Level in a Career Progression Group – If the new job title will result in a change in the position’s career progression group, i.e. a new level that previously did not exist, SCS will job correct the position to the highest level in the CPG that the duties support. The agency can then reallocate, at their discretion, in accordance with their revised CPG criteria for the position.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
175770	WILDLIFE AND FISHERIES TECHNICIAN A	TS	303	I2
175780	WILDLIFE AND FISHERIES TECHNICIAN B	TS	304	I2
175790	WILDLIFE AND FISHERIES TECHNICIAN C	TS	306	I2
175800	RETIREMENT BENEFITS ANALYST 4	AS	616	C4

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 applicable HR system as necessary. Employees with a rate of pay below the minimum of their new 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
162770	WILDLIFE & FISHERIES TECHNICIAN SUPERVISOR ¹	TS	307	TS	308
109940	STUDENT RESIDENCE HOUSEPARENT	AS	603	AS	605

¹ – The job title change for this job 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 this job code are required to be submitted to SCS for job correction.

JOB CODE	FROM JOB TITLE	TO JOB TITLE
162770	WILDLIFE & FISHERIES TECHNICIAN SUPERVISOR	WILDLIFE AND FISHERIES TECHNICIAN SUPERVISOR

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
162770	WILDLIFE & FISHERIES TECHNICIAN SUPERVISOR ¹
122510	RETIREMENT BENEFITS ANALYST 2
158420	RETIREMENT BENEFITS ANALYST 3

JOB CODE	JOB TITLE
172880	RETIREMENT BENEFITS SPECIALIST
122540	RETIREMENT BENEFITS SUPERVISOR
122530	RETIREMENT BENEFITS MANAGER

¹ – The job title change for this job 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, unless the positions are no longer needed by the agency. If the positions are no longer needed, action shall be taken by agencies to archive the vacant positions in the applicable HR system by the end of the implementation period. These jobs will be removed from the pay plan by SCS once all incumbents have been job corrected to other job titles.

JOB CODE	JOB TITLE
162730	WILDLIFE & FISHERIES TECHNICIAN 1
162740	WILDLIFE & FISHERIES TECHNICIAN 2
162750	WILDLIFE & FISHERIES TECHNICIAN 3
162760	WILDLIFE & FISHERIES TECHNICIAN 4
122550	RETIREMENT BENEFITS EDUCATOR