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GENERAL CIRCULAR NUMBER 2023-004

DATE: January 30, 2023

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. 2022-057](#). The exhibits were considered and approved by the State Civil Service Commission at the public hearing on January 4, 2023. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: FEBRUARY 6, 2023

The changes outlined in the attached instructions are a result of a job assessment 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 February 6, 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. Employees on detail to special duty to or from positions that are affected by these changes shall be returned from detail for their detail pay to be recalculated as needed.

If there are any questions concerning the subject matter of this General Circular, you may contact State Civil Service 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 HEARING ON JANUARY 4, 2023

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 – Position descriptions may be submitted to establish new positions if there is a new job concept that previously did not exist at the agency.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
175810	IT STATEWIDE SENIOR ADMINISTRATOR	TS	324	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 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
175180	IT STATEWIDE DEPUTY CIO	TS	324	TS	325

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.

JOB CODE	JOB TITLE
175170	IT STATEWIDE ADMINISTRATOR 2
175180	IT STATEWIDE DEPUTY CIO