



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

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## GENERAL CIRCULAR NUMBER 2023-055

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**DATE:** October 2, 2023

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

**SUBJECT:** Changes to the Pay Plan

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Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2023-048](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on September 6, 2023. Also, where necessary, the Governor has granted approval.

**EFFECTIVE DATE OF CHANGES: OCTOBER 30, 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 October 30, 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. 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 by emailing [SCSInfo@la.gov](mailto:SCSInfo@la.gov) or by calling (225) 342-8272.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director

## IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARING ON SEPTEMBER 6, 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. Agencies shall ensure that all appropriate changes for personnel and positions are made in the applicable HR system such as LaGov-HCM, etc. Employees with a rate of pay below the minimum of their pay grade on the effective date shall be increased to the minimum in accordance with SCS Rule 6.8.1.

### NEW JOBS FOR ADDITION TO THE PAY PLAN

#### Implementation Instructions for New Jobs:

**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. The new position will be established as effective on the date assigned to the SCS consultant.

**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 Level in a Career Progression Group** – If the new job title will result in a change in the existing position's career progression group, i.e., a new level that previously did not exist, the position is required to be submitted to SCS for job correction. 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
175990	BUSINESS DEVELOPMENT SUPERVISOR	AS	619	D2
176000	DISABILITY DETERMINATIONS MANAGER 3	SS	422	E9
176010	CRIMINAL RECORDS ADMINISTRATOR	AS	618	A1
176020	MORGUE TECHNICIAN 1	MS	509	E5
176030	MORGUE TECHNICIAN 2	MS	510	E5
176040	MORGUE TECHNICIAN 3	MS	511	E5
176050	MORGUE TECHNICIAN SUPERVISOR	MS	512	E5
176060	WORKFORCE DEVELOPMENT SPECIALIST–SOCIAL SERVICES	SS	414	E9
176070	WORKFORCE DEVELOPMENT SUPERVISOR–SOCIAL SERVICES	SS	415	E9
176080	WORKFORCE DEVELOPMENT CONSULTANT–SOCIAL SERVICES	SS	417	E9

176090	WORKFORCE DEVELOPMENT MANAGER 1–SOCIAL SERVICES	SS	419	E9
176100	WORKFORCE DEVELOPMENT MANAGER 2–SOCIAL SERVICES	SS	421	E9
176110	WORKFORCE DEVELOPMENT MANAGER 3–SOCIAL SERVICES	SS	422	E9
176120	WORKFORCE DEVELOPMENT DIRECTOR–SOCIAL SERVICES	SS	423	E9
176130	IDD PROGRAM DIRECTOR 1	SS	418	E7
176140	IDD PROGRAM DIRECTOR 2	SS	420	E7
176150	IDD PROGRAM DIRECTOR 3	SS	421	E7
176160	IDD ASSOCIATE ADMINISTRATOR 1	SS	419	E7
176170	IDD ASSOCIATE ADMINISTRATOR 2	SS	423	E7
176180	IDD ADMINISTRATOR 1	SS	421	E7
176190	IDD ADMINISTRATOR 2	SS	425	E7
176200	COASTAL RESOURCES PROGRAM ADMINISTRATOR	TS	316	F1

### JOB PAY GRADE CHANGES TO THE PAY PLAN

#### Implementation Instructions for Job Pay Grade Changes:

Existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, job titles 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	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
173080	DISABILITY DETERMINATIONS DIRECTOR	SS	422	SS	423
167360	CRIMINAL RECORDS ANALYST 1	TS	302	AS	611
167370	CRIMINAL RECORDS ANALYST 2	TS	303	AS	612
167380	CRIMINAL RECORDS ANALYST 3	TS	304	AS	613
152860	CRIMINAL RECORDS AUDITOR	TS	306	AS	615
167390	CRIMINAL RECORDS ANALYST 4 <sup>1</sup>	TS	306	AS	615
167400	CRIMINAL RECORDS ANALYST 5 <sup>1</sup>	TS	308	AS	616
172110	WORKFORCE DEVELOPMENT SPECIALIST 1	AS	611	AS	612
172120	WORKFORCE DEVELOPMENT SPECIALIST 2	AS	612	AS	613
172130	WORKFORCE DEVELOPMENT SPECIALIST 3	AS	614	AS	615
172140	WORKFORCE DEVELOPMENT SPECIALIST 4	AS	615	AS	616
172160	WORKFORCE DEVELOPMENT SPECIALIST 6 <sup>1</sup>	AS	617	AS	618

<sup>1</sup> – 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 these job codes are required to be submitted to SCS for job correction.

JOB CODE	FROM JOB TITLE	TO JOB TITLE
167390	CRIMINAL RECORDS ANALYST 4	CRIMINAL RECORDS SUPERVISOR
167400	CRIMINAL RECORDS ANALYST 5	CRIMINAL RECORDS MANAGER
172150	WORKFORCE DEVELOPMENT SPECIALIST 5	WORKFORCE DEVELOPMENT TECHNICAL SPECIALIST
172160	WORKFORCE DEVELOPMENT SPECIALIST 6	WORKFORCE DEVELOPMENT SUPERVISOR
172220	WORKFORCE DEVELOPMENT SPECIALIST 7	WORKFORCE DEVELOPMENT CONSULTANT
172170	WORKFORCE DEVELOPMENT SPECIALIST 8	WORKFORCE DEVELOPMENT MANAGER
172180	WORKFORCE DEVELOPMENT SPECIALIST 9	WORKFORCE DEVELOPMENT ASSISTANT ADMINISTRATOR
172190	WORKFORCE DEVELOPMENT SPECIALIST 10	WORKFORCE DEVELOPMENT ADMINISTRATOR

## 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 titles 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
170580	BUSINESS DEVELOPMENT OFFICER 1
170590	BUSINESS DEVELOPMENT OFFICER 2
170600	BUSINESS DEVELOPMENT OFFICER 3
160160	BUSINESS DEVELOPMENT MANAGER
173070	DISABILITY DETERMINATIONS MANAGER 2
173080	DISABILITY DETERMINATIONS DIRECTOR
167360	CRIMINAL RECORDS ANALYST 1
167370	CRIMINAL RECORDS ANALYST 2
167380	CRIMINAL RECORDS ANALYST 3
152860	CRIMINAL RECORDS AUDITOR
167390	CRIMINAL RECORDS ANALYST 4 <sup>1</sup>
167400	CRIMINAL RECORDS ANALYST 5 <sup>1</sup>
117130	LABORATORY TECHNICAL ASSISTANT 1
117140	LABORATORY TECHNICAL ASSISTANT 2
172410	LABORATORY TECHNICAL ASSISTANT SUPERVISOR
172110	WORKFORCE DEVELOPMENT SPECIALIST 1
172120	WORKFORCE DEVELOPMENT SPECIALIST 2
172130	WORKFORCE DEVELOPMENT SPECIALIST 3

JOB CODE	JOB TITLE
172140	WORKFORCE DEVELOPMENT SPECIALIST 4
172150	WORKFORCE DEVELOPMENT SPECIALIST 5 <sup>1</sup>
172160	WORKFORCE DEVELOPMENT SPECIALIST 6 <sup>1</sup>
172220	WORKFORCE DEVELOPMENT SPECIALIST 7 <sup>1</sup>
172170	WORKFORCE DEVELOPMENT SPECIALIST 8 <sup>1</sup>
172180	WORKFORCE DEVELOPMENT SPECIALIST 9 <sup>1</sup>
172190	WORKFORCE DEVELOPMENT SPECIALIST 10 <sup>1</sup>
162260	COASTAL RESOURCES PROGRAM SPECIALIST 1
162270	COASTAL RESOURCES PROGRAM SPECIALIST 2
162280	COASTAL RESOURCES PROGRAM SPECIALIST 3
166270	COASTAL RESOURCES PROGRAM SUPERVISOR
162300	COASTAL RESOURCES PROGRAM MANAGER

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

## MISCELLANEOUS CHANGES

### Implementation Instructions for Miscellaneous Changes:

Existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, job titles 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	FROM	TO
167360	CRIMINAL RECORDS ANALYST 1	OCC GRP: F5 CAREER FIELD: 6503 EEO CODE: TE	OCC GRP: A1 CAREER FIELD: 1101 EEO CODE: PA
167370	CRIMINAL RECORDS ANALYST 2	OCC GRP: F5 CAREER FIELD: 6503 EEO CODE: TE	OCC GRP: A1 CAREER FIELD: 1101 EEO CODE: PA
167380	CRIMINAL RECORDS ANALYST 3	OCC GRP: F5 CAREER FIELD: 6503 EEO CODE: TE	OCC GRP: A1 CAREER FIELD: 1101 EEO CODE: PA
152860	CRIMINAL RECORDS AUDITOR	OCC GRP: F5 CAREER FIELD: 6503 EEO CODE: TE	OCC GRP: A1 CAREER FIELD: 1101 EEO CODE: PA
167390	CRIMINAL RECORDS ANALYST 4 <sup>1</sup>	OCC GRP: F5 CAREER FIELD: 6503 EEO CODE: TE	OCC GRP: A1 CAREER FIELD: 1101 EEO CODE: PA
167400	CRIMINAL RECORDS ANALYST 5 <sup>1</sup>	OCC GRP: F5 CAREER FIELD: 6503 EEO CODE: TE	OCC GRP: A1 CAREER FIELD: 1101 EEO CODE: PA

<sup>1</sup> – 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.

<b>JOB CODE</b>	<b>JOB TITLE</b>
120120	MR/DD REGIONAL ASSOCIATE ADMINISTRATOR 1
120140	MR/DD REGIONAL ASSOCIATE ADMINISTRATOR 2
120150	MR/DD REGIONAL ASSOCIATE ADMINISTRATOR 3
153700	MR/DD REGIONAL ASSOCIATE ADMINISTRATOR 4
141890	MR/DD REGIONAL ASSOCIATE ADMINISTRATOR - PINECREST
120070	MR/DD REGIONAL ADMINISTRATOR - PINECREST