



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

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## GENERAL CIRCULAR NUMBER 2023-057

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**DATE:**               **October 19, 2023**

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

**SUBJECT:**          **Announcement of November 1, 2023 Pay Hearing**

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The State Civil Service Commission will hold a public hearing on Wednesday, November 1, 2023, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9:00 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), AND (E) 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 Jobs to be Abolished from the Pay Plan (see attached).

Further supplements adding items to these exhibits may be issued at the Commission Hearing.

**Please review this proposal and furnish us with any comments that you consider pertinent by close of business on October 30, 2023.** 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 by emailing [SCSInfo@la.gov](mailto:SCSInfo@la.gov) or by calling 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 SEPTEMBER 6, 2023**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176210	DPS POLICE CADET	PS	108	F5
176220	DPS POLICE OFFICER	PS	110	F5
176230	DPS POLICE SENIOR OFFICER	PS	111	F5
176240	DPS POLICE CORPORAL	PS	112	F5
176250	DPS POLICE SERGEANT	PS	113	F5
176260	DPS POLICE LIEUTENANT	PS	115	F5
176270	DPS POLICE CAPTAIN	PS	117	F5
176280	DPS POLICE MAJOR	PS	119	F5
176290	HEALTH INFORMATION COORDINATOR 1	MS	508	A1
176300	HEALTH INFORMATION COORDINATOR 2	MS	509	A1
176310	HEALTH INFORMATION COORDINATOR 3	MS	511	A1
176320	HEALTH INFORMATION SPECIALIST	MS	513	A1
176330	HEALTH INFORMATION CODER	MS	513	A1
176340	HEALTH INFORMATION COORDINATOR SUPERVISOR A	MS	513	A1
176350	HEALTH INFORMATION COORDINATOR SUPERVISOR B	MS	515	A1
176360	HEALTH INFORMATION MANAGER	MS	517	A1
176370	HEALTH INFORMATION DIRECTOR	MS	518	A1
176380	COMMUNICATIONS OFFICER MANAGER	WS	215	H6
176390	COMMUNICATIONS OFFICER ADMINISTRATOR	WS	216	H6

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON SEPTEMBER 6, 2023**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
161060	COMMUNICATIONS OFFICER 3	WS	211	WS	212
171310	COMMUNICATIONS OFFICER SUPERVISOR	WS	213	WS	214
162940	CORRECTIONS GUARD MASTER—THERAPEUTIC	PS	107	PS	108
161340	CORRECTIONS SERGEANT—MASTER	PS	107	PS	108
141480	FIREMAN	PS	105	PS	107
164770	FIREMAN ADVANCED	PS	107	PS	109
164780	FIREMAN SUPERVISOR	PS	110	PS	112
132100	FIRETUG DECKHAND/FIREFIGHTER	PS	104	PS	106

153990	FIRETUG DECKHAND/FIREFIGHTER TRAINEE	PS	103	PS	105
132130	FIRETUG MATE/FIREFIGHTER	PS	106	PS	108
116110	FORESTRY CREW SPECIALIST 1	PS	104	PS	105
116300	FORESTRY CREW SPECIALIST 2	PS	105	PS	106
116290	FORESTRY CREW SPECIALIST LEADER	PS	107	PS	108
171140	FORESTRY CREW SPECIALIST LEADER-HEAVY	PS	108	PS	109
168490	FORESTRY CREW SUPERVISOR	PS	110	PS	111
168500	FORESTRY PARISH ASSISTANT	PS	110	PS	111
131930	GUARD	PS	103	PS	104
131950	GUARD SUPERVISOR	PS	105	PS	106
169140	JUVENILE JUSTICE SPECIALIST 3	PS	107	PS	108
115840	PARK RANGER 1	PS	106	PS	108
115850	PARK RANGER 2	PS	107	PS	109
115830	PARK RANGER SPECIALIST	PS	109	PS	111
169580	POLICE CAPTAIN—A <sup>1</sup>	PS	115	PS	116
169600	POLICE CHIEF—A <sup>1</sup>	PS	118	PS	119
133930	POLICE INVESTIGATOR	PS	110	PS	111
169620	POLICE LIEUTENANT—A <sup>1</sup>	PS	113	PS	114
169640	POLICE MAJOR—A <sup>1</sup>	PS	117	PS	118
169660	POLICE OFFICER 1—A <sup>1</sup>	PS	107	PS	108
169680	POLICE OFFICER 2—A <sup>1</sup>	PS	108	PS	109
169700	POLICE OFFICER 3—A <sup>1</sup>	PS	109	PS	110
169720	POLICE SERGEANT—A <sup>1</sup>	PS	111	PS	112
165560	PSC ENFORCEMENT AGENT 1	PS	107	PS	108
165570	PSC ENFORCEMENT AGENT 2	PS	108	PS	109
165580	PSC ENFORCEMENT AGENT 3	PS	109	PS	110
132930	PSC TRANSPORTATION ADMINISTRATOR	PS	116	PS	117
132920	PSC TRANSPORTATION ASSISTANT ADMINISTRATOR	PS	113	PS	114
148190	PUBLIC SERVICE COMMISSION CONSUMER SPECIALIST <sup>1</sup>	PS	111	PS	112
170110	REVENUE TAX SPECIALIST 1	AS	612	AS	613
170120	REVENUE TAX SPECIALIST 2	AS	613	AS	614
170130	REVENUE TAX SPECIALIST 3	AS	615	AS	616
170140	REVENUE TAX SPECIALIST SUPERVISOR	AS	617	AS	618
133730	WILDLIFE ENFORCEMENT CAPTAIN	PS	117	PS	118
133680	WILDLIFE ENFORCEMENT COLONEL	PS	122	PS	123
133650	WILDLIFE ENFORCEMENT LIEUTENANT	PS	115	PS	116
133700	WILDLIFE ENFORCEMENT LIEUTENANT COLONEL	PS	121	PS	122
133750	WILDLIFE ENFORCEMENT MAJOR	PS	119	PS	120
133690	WILDLIFE ENFORCEMENT SERGEANT	PS	113	PS	114

<sup>1</sup> – 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 SEPTEMBER 6, 2023**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
169660	POLICE OFFICER 1—A	POLICE OFFICER 1
169680	POLICE OFFICER 2—A	POLICE OFFICER 2
169700	POLICE OFFICER 3—A	POLICE OFFICER 3
169720	POLICE SERGEANT—A	POLICE SERGEANT
169620	POLICE LIEUTENANT—A	POLICE LIEUTENANT
169580	POLICE CAPTAIN—A	POLICE CAPTAIN
169640	POLICE MAJOR—A	POLICE MAJOR
169600	POLICE CHIEF—A	POLICE CHIEF
148190	PUBLIC SERVICE COMMISSION CONSUMER SPECIALIST	PSC CONSUMER SPECIALIST

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON SEPTEMBER 6, 2023**

JOB CODE	JOB TITLE
171290	COMMUNICATIONS OFFICER 1
171300	COMMUNICATIONS OFFICER 2
161060	COMMUNICATIONS OFFICER 3
171310	COMMUNICATIONS OFFICER SUPERVISOR
158000	HEALTH INFORMATION SUPERVISOR
169580	POLICE CAPTAIN—A <sup>1</sup>
169600	POLICE CHIEF—A <sup>1</sup>
169620	POLICE LIEUTENANT—A <sup>1</sup>
169640	POLICE MAJOR—A <sup>1</sup>
169660	POLICE OFFICER 1—A <sup>1</sup>
169680	POLICE OFFICER 2—A <sup>1</sup>
169700	POLICE OFFICER 3—A <sup>1</sup>
169720	POLICE SERGEANT—A <sup>1</sup>

<sup>1</sup> – Proposed job title change; see Exhibit C.

**EXHIBIT E: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN**

**SINCE THE PAY HEARING ON SEPTEMBER 6, 2023**

<b>JOB CODE</b>	<b>JOB TITLE</b>
147300	POLICE RADIO DISPATCHER
157290	HOSPITAL ADMISSIONS TECHNICIAN 1
157300	HOSPITAL ADMISSIONS TECHNICIAN 2
157310	HOSPITAL ADMISSIONS TECHNICIAN 3
157320	HOSPITAL ADMISSIONS TECHNICIAN 4
157330	HOSPITAL ADMISSIONS TECHNICIAN 5
157340	HOSPITAL ADMISSIONS TECHNICIAN 6
157350	HOSPITAL ADMISSIONS TECHNICIAN 7
157880	HEALTH INFORMATION DIRECTOR 1
157890	HEALTH INFORMATION DIRECTOR 2
157900	HEALTH INFORMATION DIRECTOR 3
157950	HEALTH INFORMATION INPATIENT CODER
157960	HEALTH INFORMATION OUTPATIENT CODER
157970	HEALTH INFORMATION PROCESSOR 1
157980	HEALTH INFORMATION PROCESSOR SUPERVISOR
157990	HEALTH INFORMATION REVIEWER SPECIALIST
159970	HEALTH INFORMATION REVIEWER
171120	HEALTH INFORMATION PROCESSOR 2
171130	HEALTH INFORMATION PROCESSOR 3