



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2024-019

DATE: May 17, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan – Results of the May 2024 Pay Hearing

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in Exhibits A through F of [General Circular No. 2024-009](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on May 1, 2024. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: JUNE 10, 2024

The changes outlined in the attached instructions are a result of a job assessment 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 June 10, 2024. Pay for employees subject to job correction shall be 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 or by calling (225) 342-8272.

Sincerely,

s/Chris Deer
SCS Deputy Director

IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARING ON MAY 1, 2024

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 entered 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
176470	TOURISM ASSISTANT DIRECTOR	AS	616	D2

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
110690	TOURISM INFORMATION COUNSELOR 1	AS	606	AS	607
110700	TOURISM INFORMATION COUNSELOR 2	AS	607	AS	609
110720	TOURISM INFORMATION COUNSELOR 3	AS	608	AS	611
165850	TOURISM SUPERVISOR ¹	AS	610	AS	614

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 these job codes are required to be submitted to SCS for job correction.

JOB CODE	FROM JOB TITLE	TO JOB TITLE
165850	TOURISM SUPERVISOR	TOURISM MANAGER
150900	TOURISM PROGRAM DIRECTOR	TOURISM DIRECTOR

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
110690	TOURISM INFORMATION COUNSELOR 1
110700	TOURISM INFORMATION COUNSELOR 2
110720	TOURISM INFORMATION COUNSELOR 3
165850	TOURISM SUPERVISOR ¹
150900	TOURISM PROGRAM DIRECTOR ¹

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

MISCELLANEOUS CHANGES TO THE PAY PLAN

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
110690	TOURISM INFORMATION COUNSELOR 1	EEO CODE: TE	EEO CODE: PA
110700	TOURISM INFORMATION COUNSELOR 2	EEO CODE: TE	EEO CODE: PA
110720	TOURISM INFORMATION COUNSELOR 3	EEO CODE: TE	EEO CODE: PA
165850	TOURISM SUPERVISOR ¹	EEO CODE: TE	EEO CODE: PR
150900	TOURISM PROGRAM DIRECTOR ¹	CAREER FIELD: 4204	CAREER FIELD: 4211

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
154910	TOURISM INFORMATION ASSISTANT REGIONAL COORDINATOR
110730	TOURISM INFORMATION REGIONAL COORDINATOR