



Byron P. Decoteau, Jr., Director

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GENERAL CIRCULAR NUMBER 2024-036

DATE: August 8, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of September 4, 2024 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, September 4, 2024, 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 EXHIBIT (A) 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).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (B) AND (C) 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 B: Proposed Job Title Changes to the Pay Plan (see attached).

EXHIBIT C: Proposed Job Specification Changes to the Pay Plan (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (D) REQUIRE RATIFICATION OF ONLY THE STATE CIVIL SERVICE COMMISSION DUE TO PRIOR APPROVAL GIVEN BY THE STATE CIVIL SERVICE DIRECTOR.

EXHIBIT D: Ratification of Pay Plan Changes (see attached)

Please review this proposal and furnish us with any comments that you consider pertinent by close of business on September 2, 2024.

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 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 State Civil Service prior to this meeting.

Sincerely,

s/Byron P. Decoteau, Jr.

Exhibits requiring approval from both the State Civil Service Commission and the Governor prior to implementation:

**EXHIBIT A: PROPOSED NEW JOBS FOR ADDITION TO THE PAY PLAN
SINCE THE PAY HEARING ON JULY 23, 2024**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176480	STATE FIRE MARSHAL ARSON INVESTIGATOR 1	PS	112	F5
176490	STATE FIRE MARSHAL ARSON INVESTIGATOR 2	PS	113	F5
176500	STATE FIRE MARSHAL ARSON INVESTIGATOR 3	PS	114	F5

Exhibits requiring approval of only the State Civil Service Commission prior to implementation:

**EXHIBIT B: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON JULY 23, 2024**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
172700	STATE FIRE MARSHAL MAJOR	STATE FIRE MARSHAL ASSISTANT CHIEF

**EXHIBIT C: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON JULY 23, 2024**

JOB CODE	JOB TITLE
172710	STATE FIRE MARSHAL DEPUTY 1
172740	STATE FIRE MARSHAL DEPUTY 2
172750	STATE FIRE MARSHAL SENIOR DEPUTY
172720	STATE FIRE MARSHAL CAPTAIN
175660	STATE FIRE MARSHAL DEPUTY CHIEF

Exhibit requiring ratification of only the State Civil Service Commission with prior approval given by the State Civil Service Director for implementation:**EXHIBIT D: RATIFICATION OF PAY PLAN CHANGES**

JOB CODE	JOB TITLE	EFFECTIVE DATE
125470	DEVELOPMENTALIST	7/26/2024
125580	HABILITATION INSTRUCTOR 1	7/26/2024
134960	REHABILITATION COUNSELOR--ENTRY	7/26/2024
155860	REHABILITATION COUNSELOR	7/26/2024
164930	REHABILITATION COUNSELOR--MASTER	7/26/2024
134990	REHABILITATION DISTRICT SUPERVISOR	7/26/2024
143090	REHABILITATION EVALUATOR--ENTRY	7/26/2024
143100	REHABILITATION EVALUATOR	7/26/2024
164960	REHABILITATION EVALUATOR--MASTER	7/26/2024
165250	REHABILITATION EVALUATOR SUPERVISOR	7/26/2024
169100	YOUTH FACILITY DEPUTY DIRECTOR	7/26/2024
169110	YOUTH FACILITY DIRECTOR	7/26/2024