



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

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## GENERAL CIRCULAR NUMBER 2024-056

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**DATE:** November 8, 2024

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

**SUBJECT:** Announcement of December 4, 2024 Pay Hearing

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The State Civil Service Commission will hold a public hearing on Wednesday, December 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. Please note that this General Circular supersedes General Circular 2024-050.

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 EXHIBIT (B) 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 Jobs to be Abolished from the Pay Plan (see attached).

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

**EXHIBIT C:** 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 December 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](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 State Civil Service prior to this meeting.

Sincerely,

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

**Exhibit 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 SEPTEMBER 4, 2024**

JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
CRIME LAB EVIDENCE SPECIALIST 1	TS	304	E6
CRIME LAB EVIDENCE SPECIALIST 2	TS	305	E6
CRIME LAB EVIDENCE SPECIALIST 3	TS	306	E6

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

**EXHIBIT B: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN  
SINCE THE PAY HEARING ON SEPTEMBER 4, 2024**

JOB CODE	JOB TITLE
166420	CRIME LABORATORY TECHNICIAN 1
166430	CRIME LABORATORY TECHNICIAN 2
156280	MANAGEMENT INTERN
150780	ALCOHOL TOBACCO CONTROL PROSECUTOR
136800	BIOSTATISTICIAN
149360	COMPREHENSIVE PUBLIC TRAINING PROGRAM ADMINISTRATOR
116810	ELECTROCARDIOGRAPH TECHNICIAN 1
116800	ELECTROCARDIOGRAPH TECHNICIAN 2
171600	LABORATORY INFORMATION SYSTEM SPECIALIST
135580	NUISANCE ANIMAL TRAPPER 1
135570	NUISANCE ANIMAL TRAPPER 2
161530	NUISANCE ANIMAL TRAPPER 3
100350	NURSE TECHNICIAN

**Exhibit requiring ratification of only the State Civil Service Commission with prior approval given by the State Civil Service Director for implementation:**

**EXHIBIT C: RATIFICATION OF PAY PLAN CHANGES**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>EFFECTIVE DATE</b>
119670	DEPUTY UNDERSECRETARY 1	9/16/2024
119680	DEPUTY UNDERSECRETARY 2	9/16/2024
119690	DEPUTY UNDERSECRETARY 3	9/16/2024