



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

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## GENERAL CIRCULAR NUMBER 2025-003

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**DATE:** January 10, 2025

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

**SUBJECT:** Announcement of February 5, 2025 Pay Hearing

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The State Civil Service Commission will hold a public hearing on Wednesday, February 5, 2025, 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 North Third Street, Baton Rouge, Louisiana.

The Commission will consider the following exhibits:

**THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (A), (B), AND (C) 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 Administrative "AS" Pay Schedule Changes (see attached).

**EXHIBIT B:** Proposed New Jobs for Addition to the Pay Plan (see attached).

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

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

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

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

**EXHIBIT F:** 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 February 3, 2025.**

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

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

**EXHIBIT A: PROPOSED ADMINISTRATIVE “AS” PAY SCHEDULE CHANGES  
SINCE THE PAY HEARING ON DECEMBER 4, 2024**

AS	Hourly					Biweekly					Monthly					Annual				
	Min	1st Quartile	Midpoint	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Max
601	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
602	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
604	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
605	10.50	12.38	14.25	16.13	18.00	840.00	990.40	1,140.00	1,290.40	1,440.00	1,820.00	2,146.00	2,470.00	2,796.00	3,120.00	21,840.00	25,750.00	29,640.00	33,550.00	37,440.00
606	11.24	13.25	15.25	17.26	19.26	899.20	1,060.00	1,220.00	1,380.80	1,540.80	1,948.00	2,297.00	2,643.00	2,992.00	3,338.00	23,379.00	27,560.00	31,720.00	35,901.00	40,061.00
607	12.03	14.18	16.32	18.47	20.61	962.40	1,134.40	1,305.60	1,477.60	1,648.80	2,085.00	2,458.00	2,829.00	3,202.00	3,572.00	25,022.00	29,494.00	33,946.00	38,418.00	42,869.00
608	12.87	15.17	17.46	19.76	22.05	1,029.60	1,213.60	1,396.80	1,580.80	1,764.00	2,231.00	2,630.00	3,026.00	3,425.00	3,822.00	26,770.00	31,554.00	36,317.00	41,101.00	45,864.00
609	13.77	16.23	18.68	21.14	23.59	1,101.60	1,298.40	1,494.40	1,691.20	1,887.20	2,387.00	2,813.00	3,238.00	3,664.00	4,089.00	28,642.00	33,758.00	38,854.00	43,971.00	49,067.00
610	14.73	17.36	19.99	22.62	25.24	1,178.40	1,388.80	1,599.20	1,809.60	2,019.20	2,553.00	3,009.00	3,465.00	3,921.00	4,375.00	30,638.00	36,109.00	41,579.00	47,050.00	52,499.00
611	15.76	18.58	21.39	24.20	27.01	1,260.80	1,486.40	1,711.20	1,936.00	2,160.80	2,732.00	3,221.00	3,708.00	4,195.00	4,682.00	32,781.00	38,646.00	44,491.00	50,336.00	56,181.00
612	16.86	20.92	24.97	29.03	33.08	1,348.80	1,673.60	1,997.60	2,322.40	2,646.40	2,922.00	3,626.00	4,328.00	5,032.00	5,734.00	35,069.00	43,514.00	51,938.00	60,382.00	68,806.00
613	18.04	22.38	26.72	31.06	35.40	1,443.20	1,790.40	2,137.60	2,484.80	2,832.00	3,127.00	3,879.00	4,632.00	5,384.00	6,136.00	37,523.00	46,550.00	55,578.00	64,605.00	73,632.00
614	19.30	23.95	28.59	33.24	37.88	1,544.00	1,916.00	2,287.20	2,659.20	3,030.40	3,345.00	4,151.00	4,956.00	5,762.00	6,568.00	40,144.00	49,816.00	59,467.00	69,139.00	78,900.00
615	20.65	25.62	30.59	35.56	40.53	1,652.00	2,049.60	2,447.20	2,844.80	3,242.40	3,579.00	4,441.00	5,302.00	6,164.00	7,025.00	42,952.00	53,290.00	63,627.00	73,965.00	84,302.00
616	22.10	27.42	32.74	38.06	43.37	1,768.00	2,193.60	2,619.20	3,044.80	3,469.60	3,831.00	4,753.00	5,675.00	6,597.00	7,518.00	45,968.00	57,034.00	68,099.00	79,165.00	90,210.00
617	23.65	29.34	35.03	40.72	46.41	1,892.00	2,347.20	2,802.40	3,257.60	3,712.80	4,099.00	5,086.00	6,072.00	7,058.00	8,044.00	49,192.00	61,027.00	72,862.00	84,698.00	96,533.00
618	25.31	31.40	37.49	43.58	49.66	2,024.80	2,512.00	2,999.20	3,486.40	3,972.80	4,387.00	5,443.00	6,498.00	7,554.00	8,608.00	52,645.00	65,312.00	77,979.00	90,646.00	103,293.00
619	27.08	33.60	40.11	46.63	53.14	2,166.40	2,688.00	3,208.80	3,730.40	4,251.20	4,694.00	5,824.00	6,952.00	8,083.00	9,211.00	56,326.00	69,888.00	83,429.00	96,990.00	110,531.00
620	28.98	35.95	42.92	49.89	56.86	2,318.40	2,876.00	3,433.60	3,991.20	4,548.80	5,023.00	6,231.00	7,440.00	8,648.00	9,856.00	60,278.00	74,776.00	89,274.00	103,771.00	118,269.00
621	31.01	38.47	45.93	53.39	60.84	2,480.80	3,077.60	3,674.40	4,271.20	4,867.20	5,375.00	6,668.00	7,961.00	9,254.00	10,546.00	64,501.00	80,018.00	95,534.00	111,051.00	126,547.00
622	33.18	41.16	49.14	57.12	65.10	2,654.40	3,292.80	3,931.20	4,569.60	5,208.00	5,751.00	7,134.00	8,518.00	9,901.00	11,284.00	69,014.00	85,613.00	102,211.00	118,810.00	135,408.00
623	35.50	44.04	52.58	61.12	69.66	2,840.00	3,523.20	4,206.40	4,889.60	5,572.80	6,153.00	7,634.00	9,114.00	10,594.00	12,074.00	73,840.00	91,603.00	109,366.00	127,130.00	144,893.00
624	37.99	47.13	56.27	65.41	74.54	3,039.20	3,770.40	4,501.60	5,232.80	5,963.20	6,585.00	8,169.00	9,754.00	11,338.00	12,920.00	79,019.00	98,030.00	117,042.00	136,053.00	155,043.00
625	40.65	50.43	60.21	69.99	79.76	3,252.00	4,034.40	4,816.80	5,599.20	6,380.80	7,046.00	8,741.00	10,436.00	12,132.00	13,825.00	84,552.00	104,894.00	125,237.00	145,579.00	165,901.00
626	43.50	53.96	64.42	74.88	85.34	3,480.00	4,316.80	5,153.60	5,990.40	6,827.20	7,540.00	9,353.00	11,166.00	12,979.00	14,792.00	90,480.00	112,237.00	133,994.00	155,750.00	177,507.00
627	46.55	57.74	68.93	80.12	91.31	3,724.00	4,619.20	5,514.40	6,409.60	7,304.80	8,069.00	10,008.00	11,948.00	13,888.00	15,827.00	96,824.00	120,099.00	143,374.00	166,650.00	189,925.00
628	49.81	61.79	73.76	85.73	97.70	3,984.80	4,943.20	5,900.80	6,858.40	7,816.00	8,634.00	10,710.00	12,785.00	14,860.00	16,935.00	103,605.00	128,523.00	153,421.00	178,318.00	203,216.00
629	53.30	66.11	78.92	91.73	104.54	4,264.00	5,288.80	6,313.60	7,338.40	8,363.20	9,239.00	11,459.00	13,680.00	15,900.00	18,120.00	110,864.00	137,509.00	164,154.00	190,798.00	217,443.00

**EXHIBIT B: PROPOSED NEW JOBS FOR ADDITION TO THE PAY PLAN  
SINCE THE PAY HEARING ON DECEMBER 4, 2024**

<b>JOB TITLE</b>	<b>PAY SCHED</b>	<b>PAY LEVEL</b>	<b>OCC GRP CODE</b>
DOTD ENFORCEMENT CORPORAL	PS	112	F5

**EXHIBIT C: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON DECEMBER 4, 2024**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>FROM SCHED</b>	<b>FROM LEVEL</b>	<b>TO SCHED</b>	<b>TO LEVEL</b>
160180	ACCOUNTANT 1	AS	612	AS	614
139350	ACCOUNTANT 2	AS	613	AS	615
139370	ACCOUNTANT 3	AS	615	AS	617
171400	ACCOUNTANT 4	AS	617	AS	619
159750	ACCOUNTANT ADMINISTRATOR 1	AS	619	AS	621
159760	ACCOUNTANT ADMINISTRATOR 2	AS	620	AS	622
159770	ACCOUNTANT ADMINISTRATOR 3	AS	622	AS	624
159780	ACCOUNTANT ADMINISTRATOR 4	AS	623	AS	625
159790	ACCOUNTANT ADMINISTRATOR 5	AS	624	AS	626
159710	ACCOUNTANT MANAGER 1	AS	618	AS	620
159720	ACCOUNTANT MANAGER 2	AS	619	AS	621
159730	ACCOUNTANT MANAGER 3	AS	621	AS	623
159740	ACCOUNTANT MANAGER 4	AS	622	AS	624
159600	ACCOUNTANT SUPERVISOR 1	AS	615	AS	617
159610	ACCOUNTANT SUPERVISOR 2	AS	617	AS	619
136950	ACCOUNTING SPECIALIST 1	AS	608	AS	609
159590	ACCOUNTING SPECIALIST SUPERVISOR	AS	613	AS	614
139340	ACCOUNTING TECHNICIAN	AS	611	AS	612
175830	DOTD ENFORCEMENT AGENT 1 <sup>1</sup>	PS	109	PS	108

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

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

**EXHIBIT D: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON DECEMBER 4, 2024**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
175830	DOTD ENFORCEMENT AGENT 1	DOTD ENFORCEMENT CADET
175840	DOTD ENFORCEMENT AGENT 2	DOTD ENFORCEMENT AGENT
175850	DOTD ENFORCEMENT AGENT 3	DOTD ENFORCEMENT SENIOR AGENT

**EXHIBIT E: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN  
SINCE THE PAY HEARING ON DECEMBER 4, 2024**

JOB CODE	JOB TITLE
175830	DOTD ENFORCEMENT AGENT 1 <sup>1</sup>
175840	DOTD ENFORCEMENT AGENT 2 <sup>1</sup>
175850	DOTD ENFORCEMENT AGENT 3 <sup>1</sup>
175860	DOTD ENFORCEMENT SERGEANT
175870	DOTD ENFORCEMENT LIEUTENANT
175880	DOTD ENFORCEMENT CAPTAIN
175890	DOTD ENFORCEMENT MAJOR
175900	DOTD ENFORCEMENT ADMINISTRATOR

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

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

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

JOB CODE	JOB TITLE	EFFECTIVE DATE
167110	RIGHT OF WAY AGENT 1	11/25/2024
167120	RIGHT OF WAY AGENT 2	11/25/2024
167130	RIGHT OF WAY AGENT 3	11/25/2024
167140	RIGHT OF WAY AGENT 4	11/25/2024
167150	RIGHT OF WAY PROGRAM SPECIALIST	11/25/2024
167160	RIGHT OF WAY SUPERVISOR	11/25/2024