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GENERAL CIRCULAR NUMBER 2025-035

DATE: June 13, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of July 9, 2025 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, July 9, 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) 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) THROUGH (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).

Please review this proposal and furnish us with any comments that you consider pertinent by close of business on July 7, 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 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
State Civil Service Director

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 JUNE 4, 2025**

JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
CONSTRUCTION INSPECTOR 1	TS	305	G3
CONSTRUCTION INSPECTOR 2	TS	307	G3
CONSTRUCTION INSPECTOR 3	TS	309	G3
CONSTRUCTION INSPECTOR 4	TS	311	G3
CONSTRUCTION INSPECTOR 5	TS	313	G3
CONSTRUCTION INSPECTOR SUPERVISOR	TS	315	G3
LAND TECHNICIAN 1	TS	305	G3
TELEVISION EDUCATION SPECIALIST 3	AS	618	D5
TELEVISION ENGINEER SUPERVISOR	TS	313	D5
TELEVISION MULTIMEDIA SPECIALIST 1	AS	612	D5
TELEVISION MULTIMEDIA SPECIALIST 2	AS	613	D5
TELEVISION MULTIMEDIA SPECIALIST 3	AS	615	D5
TELEVISION PRODUCTION SUPERVISOR	AS	619	D5
TELEVISION PROGRAMMING MANAGER	AS	620	D5
TELEVISION PROGRAMMING SPECIALIST 1	AS	612	D5
TELEVISION PROGRAMMING SPECIALIST 2	AS	613	D5
TELEVISION PROGRAMMING SPECIALIST 3	AS	615	D5
TELEVISION PROGRAMMING SPECIALIST 4	AS	616	D5
TELEVISION PROGRAMMING SUPERVISOR	AS	618	D5
TELEVISION SENIOR PRODUCER	AS	618	D5
WAREHOUSE TECHNICIAN 1	WS	207	A2
WAREHOUSE TECHNICIAN 2	WS	208	A2
WAREHOUSE TECHNICIAN 3	WS	210	A2
WAREHOUSE DIRECTOR	WS	216	A2

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON JUNE 4, 2025**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
154630	AGRICULTURE ASSISTANT DIVISION DIRECTOR	TS	317	TS	318
132610	AGRICULTURE MEAT PROGRAM COORDINATOR ¹	TS	313	TS	314

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
132600	AGRICULTURE SPECIALIST 3	TS	310	TS	311
134020	AGRICULTURE SPECIALIST DISTRICT SUPERVISOR	TS	311	TS	313
148330	AGRICULTURE SPECIALIST PROGRAM MANAGER ¹	TS	315	TS	316
148320	AGRICULTURE SPECIALIST REGIONAL ENFORCEMENT SUPERVISOR ¹	TS	313	TS	314
141790	ARCHITECT 1	TS	310	TS	312
141780	ARCHITECT 2	TS	312	TS	314
125060	ARCHITECT 3	TS	314	TS	316
150640	ARCHITECT 4 ¹	TS	315	TS	318
124420	ARCHITECT 5 ¹	TS	318	TS	320
166710	ARCHITECT 6 ¹	TS	319	TS	322
165980	ARCHITECT SENIOR SPECIALIST DCL ¹	TS	317	TS	319
165970	ARCHITECT SPECIALIST DCL ¹	TS	315	TS	317
173760	BRIDGE INSPECTOR 1	TS	305	TS	306
173770	BRIDGE INSPECTOR 2	TS	307	TS	308
173780	BRIDGE INSPECTOR 3	TS	308	TS	309
173790	BRIDGE INSPECTOR 4	TS	311	TS	312
173800	BRIDGE INSPECTOR 5	TS	314	TS	315
165940	EDUCATIONAL TELEVISION TECHNOLOGY DIRECTOR ¹	AS	620	AS	622
165920	EDUCATIONAL TELEVISION TECHNOLOGY MANAGER ¹	AS	617	AS	620
165900	EDUCATIONAL TELEVISION TECHNOLOGY PROGRAM SPECIALIST 1 ¹	AS	613	AS	615
165910	EDUCATIONAL TELEVISION TECHNOLOGY PROGRAM SPECIALIST 2 ¹	AS	614	AS	616
161000	ENGINEERING TECHNICIAN 1	TS	302	TS	304
161010	ENGINEERING TECHNICIAN 2	TS	304	TS	306
161240	ENGINEERING TECHNICIAN 3	TS	306	TS	308
161250	ENGINEERING TECHNICIAN 4	TS	308	TS	310
166230	ENGINEERING TECHNICIAN 5	TS	310	TS	312
166250	ENGINEERING TECHNICIAN 7 ¹	TS	312	TS	314
166260	ENGINEERING TECHNICIAN DCL ¹	TS	312	TS	313
160050	TELEVISION ASSOCIATE PRODUCER	AS	612	AS	616
113710	TELEVISION DIRECTOR ¹	AS	613	AS	619
161460	TELEVISION ENGINEER 1	TS	306	TS	307
161350	TELEVISION ENGINEER DIRECTOR	TS	315	TS	317
161370	TELEVISION ENGINEER SECTION MANAGER ¹	TS	312	TS	315
161420	TELEVISION ENGINEER—TRANSMITTER ¹	TS	308	TS	311

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
159410	TELEVISION EXECUTIVE PRODUCER	AS	620	AS	622
113760	TELEVISION PRODUCER	AS	615	AS	617
113790	TELEVISION PRODUCTION MANAGER	AS	619	AS	620
113800	TELEVISION PROGRAMMING DIRECTOR	AS	619	AS	622
102240	WAREHOUSE MANAGER	AS	611	WS	214
102250	WAREHOUSE SUPERVISOR	AS	609	WS	212

¹ – 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 JUNE 4, 2025**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
132610	AGRICULTURE MEAT PROGRAM COORDINATOR	AGRICULTURE SPECIALIST PROGRAM COORDINATOR
148330	AGRICULTURE SPECIALIST PROGRAM MANAGER	AGRICULTURE SPECIALIST MANAGER
148320	AGRICULTURE SPECIALIST REGIONAL ENFORCEMENT SUPERVISOR	AGRICULTURE SPECIALIST REGIONAL SUPERVISOR
150640	ARCHITECT 4	ARCHITECT SUPERVISOR
124420	ARCHITECT 5	ARCHITECT MANAGER
166710	ARCHITECT 6	ARCHITECT ADMINISTRATOR
165980	ARCHITECT SENIOR SPECIALIST DCL	ARCHITECT SENIOR SPECIALIST
165970	ARCHITECT SPECIALIST DCL	ARCHITECT SPECIALIST
165940	EDUCATIONAL TELEVISION TECHNOLOGY DIRECTOR	TELEVISION EDUCATION DIRECTOR
165920	EDUCATIONAL TELEVISION TECHNOLOGY MANAGER	TELEVISION EDUCATION MANAGER
165900	EDUCATIONAL TELEVISION TECHNOLOGY PROGRAM SPECIALIST 1	TELEVISION EDUCATION SPECIALIST 1
165910	EDUCATIONAL TELEVISION TECHNOLOGY PROGRAM SPECIALIST 2	TELEVISION EDUCATION SPECIALIST 2
166250	ENGINEERING TECHNICIAN 7	ENGINEERING TECHNICIAN SUPERVISOR
166260	ENGINEERING TECHNICIAN DCL	ENGINEERING TECHNICIAN CONSULTANT
176400	LAND TECHNICIAN 1	LAND TECHNICIAN 2
176410	LAND TECHNICIAN 2	LAND TECHNICIAN 3

JOB CODE	FROM JOB TITLE	TO JOB TITLE
176420	LAND TECHNICIAN 3	LAND TECHNICIAN 4
113710	TELEVISION DIRECTOR	TELEVISION MULTIMEDIA DIRECTOR
161370	TELEVISION ENGINEER SECTION MANAGER	TELEVISION ENGINEER MANAGER
161420	TELEVISION ENGINEER--TRANSMITTER	TELEVISION TRANSMITTER SPECIALIST

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON JUNE 4, 2025**

JOB CODE	JOB TITLE
154630	AGRICULTURE ASSISTANT DIVISION DIRECTOR
132610	AGRICULTURE MEAT PROGRAM COORDINATOR ¹
134000	AGRICULTURE SPECIALIST 1
134010	AGRICULTURE SPECIALIST 2
132600	AGRICULTURE SPECIALIST 3
134020	AGRICULTURE SPECIALIST DISTRICT SUPERVISOR
148330	AGRICULTURE SPECIALIST PROGRAM MANAGER ¹
148320	AGRICULTURE SPECIALIST REGIONAL ENFORCEMENT SUPERVISOR ¹
141790	ARCHITECT 1
141780	ARCHITECT 2
125060	ARCHITECT 3
150640	ARCHITECT 4 ¹
124420	ARCHITECT 5 ¹
166710	ARCHITECT 6 ¹
165980	ARCHITECT SENIOR SPECIALIST DCL ¹
165970	ARCHITECT SPECIALIST DCL ¹
165940	EDUCATIONAL TELEVISION TECHNOLOGY DIRECTOR ¹
165920	EDUCATIONAL TELEVISION TECHNOLOGY MANAGER ¹
165900	EDUCATIONAL TELEVISION TECHNOLOGY PROGRAM SPECIALIST 1 ¹
165910	EDUCATIONAL TELEVISION TECHNOLOGY PROGRAM SPECIALIST 2 ¹
161000	ENGINEERING TECHNICIAN 1
161010	ENGINEERING TECHNICIAN 2
161240	ENGINEERING TECHNICIAN 3
161250	ENGINEERING TECHNICIAN 4
166230	ENGINEERING TECHNICIAN 5
166250	ENGINEERING TECHNICIAN 7 ¹
166260	ENGINEERING TECHNICIAN DCL ¹
176400	LAND TECHNICIAN 1 ¹

JOB CODE	JOB TITLE
176410	LAND TECHNICIAN 2 ¹
176420	LAND TECHNICIAN 3 ¹
160050	TELEVISION ASSOCIATE PRODUCER
113710	TELEVISION DIRECTOR ¹
161460	TELEVISION ENGINEER 1
161400	TELEVISION ENGINEER 2
161390	TELEVISION ENGINEER 3
161350	TELEVISION ENGINEER DIRECTOR
161370	TELEVISION ENGINEER SECTION MANAGER ¹
161420	TELEVISION ENGINEER—TRANSMITTER ¹
159410	TELEVISION EXECUTIVE PRODUCER
113760	TELEVISION PRODUCER
113790	TELEVISION PRODUCTION MANAGER
113800	TELEVISION PROGRAMMING DIRECTOR
102240	WAREHOUSE MANAGER
102250	WAREHOUSE SUPERVISOR

¹ – Proposed job title change; see Exhibit C.

**EXHIBIT E: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN
SINCE THE PAY HEARING ON JUNE 4, 2025**

JOB CODE	JOB TITLE
113020	AUDIO VISUAL PRODUCTION SPECIALIST
165930	EDUCATIONAL TELEVISION TECHNOLOGY ASSISTANT DIRECTOR
166240	ENGINEERING TECHNICIAN 6
148710	TELEVISION AUDIO VISUAL MEDIA SUPERVISOR
113680	TELEVISION CAMERA OPERATOR 1
141220	TELEVISION CAMERA OPERATOR 2
163650	TELEVISION CAMERA OPERATOR 3
161360	TELEVISION ENGINEER ASSISTANT DIRECTOR
161470	TELEVISION ENGINEER TECHNICIAN 1
161440	TELEVISION ENGINEER TECHNICIAN 2
161430	TELEVISION ENGINEER TECHNICIAN 3
161380	TELEVISION ENGINEER TRANSMITTER SUPERVISOR
161410	TELEVISION ENGINEER--AUDIO SPECIALIST
166170	TELEVISION LIGHTING DIRECTOR STAGE MANAGER
165330	TELEVISION MANAGER
113750	TELEVISION OPERATIONS SUPERVISOR

JOB CODE	JOB TITLE
140980	TELEVISION SENIOR DIRECTOR
159630	TELEVISION SENIOR PRODUCER 1
166160	TELEVISION SENIOR PRODUCER 2
113810	TELEVISION TRAFFIC SUPERVISOR