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GENERAL CIRCULAR NUMBER 2025-054

DATE: December 1, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan – Results of the November 2025 Pay Hearing

Please be advised that changes will be made to the State Civil Service (SCS) Classification and Pay Plan as proposed in [General Circular No. 2025-043](#). The exhibits were considered and approved by the SCS Commission at the public pay hearing on November 5, 2025. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: JANUARY 5, 2026

The changes outlined in the attached instructions shall be implemented on the effective date by all state agencies. The official job specifications for the new jobs will be available on the SCS [Job Information and Test Finder](#) 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 job corrections for positions affected by these changes shall have an effective date of January 5, 2026. Pay for employees subject to job correction shall be in accordance with SCS 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. Agencies delaying the implementation of the pay plan changes as provided in this General Circular beyond the 90-day implementation period may be restricted from processing other requests through SCS until the necessary actions to fully implement these changes have been completed by the 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 have a job title change. 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 SCS by emailing SCSInfo@civilservice.la.gov or by calling (225) 342-8272.

Sincerely,

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

IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARING ON NOVEMBER 5, 2025

The following instructions pertain to job assessments that have been completed by SCS. Refer to each section below to determine if job corrections are required. Please note that 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 that use the LaGov-HCM system may refer to the Entry Guidelines in the [HR Information Portal](#) for more information on system entry procedures.

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 – Position descriptions for existing classified positions that perform duties that align with these job functions, but are currently allocated to a different job code, are required to be submitted to SCS for job correction.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176544	BUSINESS DEVELOPMENT DIRECTOR	AS	623	D2
176545	WILDLIFE ENFORCEMENT INVESTIGATOR	PS	115	F5

JOB SPECIFICATION CHANGES

Implementation Instructions for Job Specification Changes:

Position descriptions for existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction.

JOB CODE	JOB TITLE
160160	BUSINESS DEVELOPMENT MANAGER
175990	BUSINESS DEVELOPMENT SUPERVISOR
133820	WILDLIFE ENFORCEMENT AGENT
173500	WILDLIFE ENFORCEMENT CORPORAL
133650	WILDLIFE ENFORCEMENT LIEUTENANT
157170	WILDLIFE ENFORCEMENT SENIOR AGENT
133690	WILDLIFE ENFORCEMENT SERGEANT