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GENERAL CIRCULAR NUMBER 2026-018

DATE: April 9, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of Public Hearing on May 6, 2026 – to Consider Changes to the Classification and Pay Plan

The State Civil Service Commission will hold a public hearing on Wednesday, May 6, 2026, 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 CLASSIFICATION AND PAY PLAN NOTED IN EXHIBIT (A) REQUIRE APPROVAL FROM BOTH THE STATE CIVIL SERVICE COMMISSION AND THE 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 (see attached).

New jobs are recommended as a result of job assessments completed by SCS.

THE CHANGES TO THE CLASSIFICATION AND PAY PLAN NOTED IN EXHIBIT (B) 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 Specification Changes (see attached).

Job specification changes are recommended as a result of job assessments completed by SCS.

Note: Once the required approvals for the above exhibits are granted, another General Circular will be issued to notify state agencies of the effective date and further instructions for implementation.

Please review this proposal and furnish us with any comments that you consider pertinent by the close of business on May 4, 2026.

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@civilservice.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

JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
VETERANS CEMETERY DIRECTOR	AS	618	C2
VETERANS CEMETERY PROGRAM DIRECTOR	AS	621	C2
YOUTH FACILITIES DEPUTY DIRECTOR-STATEWIDE	PS	121	F5

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

EXHIBIT B: PROPOSED JOB SPECIFICATION CHANGES

JOB CODE	JOB TITLE
169110	YOUTH FACILITY DIRECTOR
175220	YOUTH FACILITIES DIRECTOR-STATEWIDE