



Byron P. Decoteau, Jr., Director

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GENERAL CIRCULAR NUMBER 2026-052

DATE: October 9, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of Public Hearing on November 4, 2026 – to Consider Changes to the Classification and Pay Plan

The State Civil Service Commission will hold a public hearing on Wednesday, November 4, 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 3rd Street, Baton Rouge, Louisiana.

The Commission will consider the following exhibits:

THE CHANGES TO THE CLASSIFICATION AND PAY PLAN NOTED IN EXHIBITS (A) AND (B) 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).

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

EXHIBIT B: Proposed Job Pay Grade Changes (see attached).

Six pay level changes are recommended as a result of job assessments completed by SCS. Pay for employees in these job titles will be determined in accordance with Rule 6.8.1(a) on the effective date of implementation.

THE CHANGES TO THE CLASSIFICATION AND PAY PLAN NOTED IN EXHIBITS (C), (D), AND (E) 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 (see attached)

Four job title changes are recommended as a result of job assessments completed by SCS.

EXHIBIT D: Proposed Job Specification Changes (see attached)

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

EXHIBIT E: Proposed Job to be Abolished (see attached)

One job is recommended to be abolished as a result of a job assessment 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 provide any pertinent comments by the close of business on November 2, 2026.

Individuals wishing to present oral comments before the Commission are invited to do so and should notify SCS in advance of the meeting. Comments regarding this proposal may also be submitted by email to SCSInfo@civilservice.la.gov or by calling 225-342-8272.

Please post this General Circular prominently to ensure all employees receive notice of the hearing. Requests for special accommodations should be directed to SCS prior to the 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 NEW JOBS

JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
COSMETOLOGY INSPECTOR 1	AS	611	F2
COSMETOLOGY INSPECTOR 3	AS	614	F2
PARALEGAL 3	AS	617	C1
PUBLIC INFORMATION OFFICER 4	AS	617	D2

EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
116360	COSMETOLOGY INSPECTOR ¹	AS	609	AS	612
162150	COSMETOLOGY CHIEF INSPECTOR ¹	AS	613	AS	615
165640	PARALEGAL 1	AS	613	AS	614
154840	WORKERS' COMPENSATION DIVISION JUDGE ¹	AS	621	AS	623
171660	WORKERS' COMPENSATION DISTRICT JUDGE	AS	622	AS	624
168930	WORKERS' COMPENSATION JUDGE—CHIEF ¹	AS	626	AS	627

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

JOB CODE	FROM JOB TITLE	TO JOB TITLE
116360	COSMETOLOGY INSPECTOR	COSMETOLOGY INSPECTOR 2
162150	COSMETOLOGY CHIEF INSPECTOR	COSMETOLOGY INSPECTOR SUPERVISOR
154840	WORKERS' COMPENSATION DIVISION JUDGE	WORKERS' COMPENSATION JUDGE
168930	WORKERS' COMPENSATION JUDGE—CHIEF	WORKERS' COMPENSATION CHIEF JUDGE

EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES

JOB CODE	JOB TITLE
116360	COSMETOLOGY INSPECTOR ¹
162150	COSMETOLOGY CHIEF INSPECTOR ¹
165640	PARALEGAL 1
113470	PARALEGAL 2
164820	PUBLIC INFORMATION OFFICER 1
164830	PUBLIC INFORMATION OFFICER 2
164840	PUBLIC INFORMATION OFFICER 3
164850	PUBLIC INFORMATION DIRECTOR 1
164860	PUBLIC INFORMATION DIRECTOR 2
164870	PUBLIC INFORMATION DIRECTOR 3
154840	WORKERS' COMPENSATION DIVISION JUDGE ¹
171660	WORKERS' COMPENSATION DISTRICT JUDGE
168930	WORKERS' COMPENSATION JUDGE—CHIEF ¹

¹ – Proposed job title change; see Exhibit C.

EXHIBIT E: PROPOSED JOB TO BE ABOLISHED

JOB CODE	JOB TITLE
171670	WORKERS' COMPENSATION JUDGE-ASSISTANT CHIEF