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GENERAL CIRCULAR NUMBER 2026-056

DATE:	**November 19, 2026**
TO:	**Heads of State Agencies and Human Resources Directors**
SUBJECT:	**Changes to the Classification and Pay Plan – Results of the November 2026 Public 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. 2026-052. The exhibits were considered and approved by the SCS Commission at the public hearing on November 4, 2026.

EFFECTIVE DATE OF CHANGES: DECEMBER 21, 2026

The changes outlined by this General Circular shall be implemented on the effective date by all state agencies. Human Resources professionals at state agencies should carefully review the attached instructions to determine the necessary actions required to implement these changes related to personnel and positions for their agency. Agencies delaying the implementation of the changes as provided in this General Circular beyond the 90-day implementation period may be restricted from processing other requests through SCS until the agency has taken the necessary actions to fully implement the changes. 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.

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.

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 CLASSIFICATION AND PAY PLAN CHANGES
Effective: December 21, 2026

The following instructions pertain to job assessments that have been completed by SCS. Refer to each section below to determine the actions required for implementation of the changes. The official job specifications will be available on the SCS Job Information and Test Finder on the effective date.

When job corrections are required by SCS, position descriptions for the 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 December 21, 2026. 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.

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. After the position description has been completed by SCS, the agency shall take the necessary actions in the LaGov-HCM or applicable HR system in order to show the approved changes for employees and/or positions.

New Level in a Career Progression Group – If the new job will result in a change in the existing position's career progression group, i.e., a new level that previously did not exist, the position description is required to be submitted to SCS for job correction. SCS will job correct the position to the highest level in the CPG that the duties support. The agency can then reallocate the employee at a later date in accordance with the agency's revised CPG criteria for the position.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176559	COSMETOLOGY INSPECTOR 1	AS	611	F2
176560	COSMETOLOGY INSPECTOR 3	AS	614	F2
176561	PARALEGAL 3	AS	617	C1
176562	PUBLIC INFORMATION OFFICER 4	AS	617	D2

JOB PAY GRADE CHANGES

Position descriptions for existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, agencies must still take the necessary actions in the LaGov-HCM or applicable HR system to implement the pay grade changes for employees and/or positions.

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] – Approved job title change; see Job Title Change section.

JOB TITLE CHANGES

Position descriptions for existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, agencies must still take the necessary actions in the LaGov-HCM or applicable HR system to implement the job title changes for employees and/or positions.

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

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. No impact on employees or positions is expected as a result of the 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] – Approved job title change; see Job Title Change section.

JOB ABOLISHED

This job will be removed from the classification and pay plan after all required changes have been made in the LaGov-HCM or applicable HR system by agencies.

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

For active positions – Position descriptions for existing classified positions allocated to an abolished job code are required to be submitted to SCS for job correction. After the position description has been completed by SCS, the agency shall take the necessary actions in the LaGov-HCM or applicable HR system to show the approved changes for employees and/or positions.

For inactive positions – If positions allocated to an abolished job code are no longer used by the agency, the submission of a position description is not required. Agencies shall archive/delimit all inactive positions in the LaGov-HCM or applicable HR system by the end of the 90-day implementation period.