

State Civil Service Annual Report

FISCAL YEAR 2018-2019

Byron P. Decoteau, Jr., Director
Louisiana State Civil Service



STATECIVILSERVICE

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Letter from the Director

I am pleased to present the Louisiana State Civil Service Fiscal Year 2018-2019 Annual Report. This report includes a snapshot of Louisiana's state government workforce as of June 30, 2019. The goals and mission of State Civil Service are detailed in this report, along with a number of workforce demographics, trends and statistics. The state's workforce is made up of two groups of employees: classified and unclassified. Under the direction of the State Civil Service Commission, our Department has constitutional authority over classified employees. To learn more about classified vs. unclassified employees, readers should refer to Article X of the State's Constitution.

In addition to our continued efforts to provide strategic workforce solutions to state agencies, the Department focused on two critical initiatives during Fiscal Year 2018-2019. First, attention to monitoring the impacts of the recent Compensation Redesign initiative implemented in Fiscal Year 2017-2018 was paramount. Secondly, the Department focused on the restructuring of its internal staff and programs to provide a greater delivery of services to our state agencies. Both initiatives aimed to make better investments into Louisiana's state government.

Compensation Redesign consisted of several rule and policy changes related to the pay practices of classified employees. It represented a strategic shift in the manner of paying classified state employees by moving to a market-based system. The new system pays employees in accordance with the market rates established for the jobs they encumber. Throughout the Fiscal Year, the Department was attentive to these fundamental changes. This consisted of making responsible compensation recommendations to state agencies and the State Civil Service Commission that aligned with our new philosophy.

Eligible classified employees received their first market adjustment on July 15, 2018. This was a significant achievement as pay increases for many classified employees had become stagnant in previous years. It furthered our objective to attract top candidates with a competitive entry salary, then train and grow competencies while providing tiered, responsible increases aimed at moving employees to market value within a timeframe conducive to retention. The new market-based philosophy is an effective, fair, and defensible system of compensation.

To create greater alignment to the agency's mission and vision, State Civil Service changed the way it delivered services to the HR Community and Agency Appointing Authorities in early 2019. PODS model – Proactively Optimizing and Delivering Strategic-solutions – created a better avenue to serve the needs of each state agency. The PODS model allows SCS professionals to dedicate efforts to a small group of assigned state agencies to learn each agency's individual mission, vision, goals and workplace culture. Through this collaboration, State Civil Service and state agencies can Proactively Optimize and Deliver Strategic-solutions to critical government workforce needs challenges and opportunities.

It is important to note that we have modified a few of our goals and division titles due to the restructuring of our organization. This annual report reflects the goals and division that were in place

at the end of the Fiscal Year. For an updated look at our divisions and goals, please refer to our updated Strategic Plan available on our website.

This Fiscal Year also brought a few notable accomplishments. First, the Department was pleased to welcome the reappointments of Commissioners David Duplantier and John L. McLure to the State Civil Service Commission. Reappointed by Governor John Bel Edwards, Duplantier represents the 1st Congressional District and McLure represents the 5th District. The Department and Commission also had the opportunity to join with state agencies to celebrate State Employee Recognition Week in May. This offered the opportunity spotlight the contributions state employees make in the workplace and in our communities. Lastly, we had the opportunity to develop and provide the 2019 Statewide Preventing Sexual Harassment Training. The course raises awareness regarding the prevention of sexual harassment and importance of having policies and procedures in place to deal with complaints effectively and efficiently. The course is available to all state employees and any local municipalities who wish to use the course to satisfy the requirements of ACT 270 of the 2018 Regular Session.

At State Civil Service, we recognize the value of our state employees (both classified and unclassified) and we will continue to strive to provide innovative and efficient human resources programs that enables our state agencies to build and retain qualified staff that will work toward providing services to our citizens and attracting new business to Louisiana. State employees are responsible for bringing to life the vision of Louisiana. As a leader in state government and a citizen myself, I am thankful for their service.

I would also like to thank the State Civil Service Commission for their continued dedication and support to our Department and the classified workforce. The Commission remains committed to supporting the Department's initiatives to work closely with state agencies to provide a fast, effective, low-cost human resources system that ensures quality results and accountability to the public interest. Please take a moment to review our annual report and visit our website at www.civilservice.la.gov to learn more about our department. To learn more about Louisiana State government visit www.louisiana.gov.

Byron P. Decoteau, Jr.
State Civil Service Director
October 2, 2019

About our Agency

ABOUT OUR AGENCY

State Civil Service is the central human resources agency for the state of Louisiana. We promote the understanding that the most critical factor in determining the success of Louisiana state government is its workforce. Our chief responsibility is to ensure the state is equipped with innovative workforce solutions designed to meet the unique needs of each state agency's mission.

As both a regulatory and consultative agency, we provide systems and services that will enable state agencies to make merit-based, quality decisions regarding the hiring, development and retention of skilled and capable individuals.

Our policies are guided by the provisions of Article X of the Louisiana State Constitution and are implemented in a manner, which is both efficient as possible and cost effective to the citizens of Louisiana. Such policies are founded upon the principles of equal pay for equal work, equal opportunity, ability based employment and promotion, and freedom from political influence.

Our vision at State Civil Service is to set the standard of excellence in providing strategic state government workforce solutions.

SCS AGENCY VALUES

INTEGRITY

We believe that there is nothing more important than our reputation. Integrity is at the core of everything we do. We are honest and ethical because trust is key to the relationships with our stakeholders.

CUSTOMER COMMITMENT

We acknowledge every stakeholder as a customer. We are committed to anticipating their needs and proactively defining solutions.

INNOVATION

We believe in building a strong workforce. We embrace the discovery of what is possible and shape opportunities that enable action, even if it involves risk and failure.

ACCOUNTABILITY

We take responsibility for our actions as individuals, as team members and as an organization. We work together, support one another and never let the customers or our co-workers down.

SCS Commission

The State Civil Service Commission is a seven-member body that has final authority over the administration of the State Civil Service system. The Commission serves as an impartial review board that enacts and adjudicates State Civil Service Rules to regulate state personnel activities, and hears appeals from classified state employees and agencies. Commission meetings and hearings are held monthly and are open to the public. Six of the Commission members are appointed by the governor; the seventh is an employee representative elected by fellow state employees. Each member serves a six-year term. When choosing an appointed member, the Governor must select from a list of three people nominated by the president of one of the state's major private universities. Current members of the Commission are listed below.

To contact Commission members, call the Department of State Civil Service at (225) 342-8272 or reach them via email at civilservicecommission@la.gov.

STATE CIVIL SERVICE COMMISSION MEMBERS FOR FY 2018-2019

Name	Nominated By	Term Expires	Congressional District
David L. Duplantier, Chairman	Loyola University	12/10/2024	1 st
D. Scott Hughes, Vice-Chairman	Centenary College	12/10/2022	4 th
John McLure	Louisiana College	12/10/2024	5 th
Curtis "Pete" Fremin	Employee Representative	05/01/2023	5 th
G. Lee Griffin	Tulane University	12/10/2022	6 th
Ronald M. Carrere Jr.	Xavier University	12/10/2022	2 nd
Jo Ann Nixon	Dillard University	12/10/2020	3 rd

Department Goals

Provide effective Human Resources (HR) leadership driven by policies that effect transparent and accountable HR practices; resulting in employers having the key tools and skills needed to ensure that employees are empowered and equipped to accomplish the organization's desired outcomes and goals.

Provide a prompt, inexpensive system for resolving removal, discipline, rule violation, and discrimination cases that satisfies due process requirements.

Utilize technology to improve the productivity and effectiveness of State Civil Service and its user agencies.

Provide workforce development services and an objective evaluation of the human resource practices used by state agencies to manage their classified workforce. [Louisiana Constitution, Article X]

Administer the classification and compensation systems by developing and implementing flexible job evaluation and pay policies and practices that can be adapted to meet agencies' unique requirements.

Create and administer programs, rules, assistance procedures and training that promote, encourage, and enhance effectiveness, efficiency, and accountability in state agencies and their employees.

Provide processes and policies that enable state agency managers to fill vacant positions with highly qualified applicants in a timely fashion and in accordance with legal and professional standards.

Organizational Structure

The Department of State Civil Service is comprised of the following major divisions.

Administration

Includes the Director's Office and management and finance. Provides fiscal, budgeting and personnel services for the Department, and through a shared services agreement, the division also performs these functions for three other state agencies, the Division of Administrative Law, the Ethics Administration and Municipal Fire and Police. In addition, personnel services are provided for the Board of Tax Appeals.

Accountability

Provides an objective evaluation of the human resource practices used by state agencies to manage the classified work force. It assesses the effectiveness of those practices and the overall adherence to merit principles and compliance with Civil Service Rules.

Appeals

Serves as the clerk of court for the State Civil Service Commission by receiving employee appeals of disciplinary actions or allegations of discrimination, scheduling hearings, issuing subpoenas and compiling the record if judicial review is sought. The Appeals Division staff attorneys also hear and decide cases for the Commission.

Management Information Services

Is comprised of two teams – Applications and Data Management (MIS-ADM) and Information Technology (MIS-IT). The MIS-ADM team is responsible for the development and support of applications that serve the Department, Human Resource offices statewide and the public (through the SCS Web Site). This team is also responsible for the collection, analysis and reporting of data in regards to the State's workforce and the storage of the Department's records and reports. The MIS-IT team provides computer support services and is responsible for all components of our technical infrastructure.

Operations

Consists of teams of state civil service professionals (PODS) that integrate all workforce functions (e.g. classification, pay, staffing, compensation, employee relations, etc.) into a combined single unit to address workforce needs. Each POD is headed by an Agency Relationship Manager (ARM), whose mission is to build and maintain relationships with our key stakeholders: human resources directors and agency leaders. ARMs administer tailored consultation to state agencies through the supervision of PODS.

Talent Development

Manages the Comprehensive Public Training Program, which provides multimodal training and performance support for all classified employees. Serves as human performance improvement consultants for state agencies. Provides organizational and workforce development services for state agencies, including competency analysis, employee selection and development activities and workforce planning assistance.

Testing and Recruiting Center

Provides a process whereby applicants for classified positions are evaluated through a validated, objective, merit-based written examination and given scores that will assist state agencies in making effective hiring decisions.

SCS Notable Accomplishments

PRESS RELEASE 1.23.19

David Duplantier and John L. McLure reappointed to the State Civil Service Commission

PRESS RELEASE 7.19.18

Louisiana State Civil Service Director Wins National Award

GENERAL CIRCULAR 2019-014

State Employee Recognition Week 2019

GENERAL CIRCULAR 2019-008

State Civil Service Reorganization – PODS Model

GENERAL CIRCULAR 2018-039

2019 Preventing Sexual Harassment Training

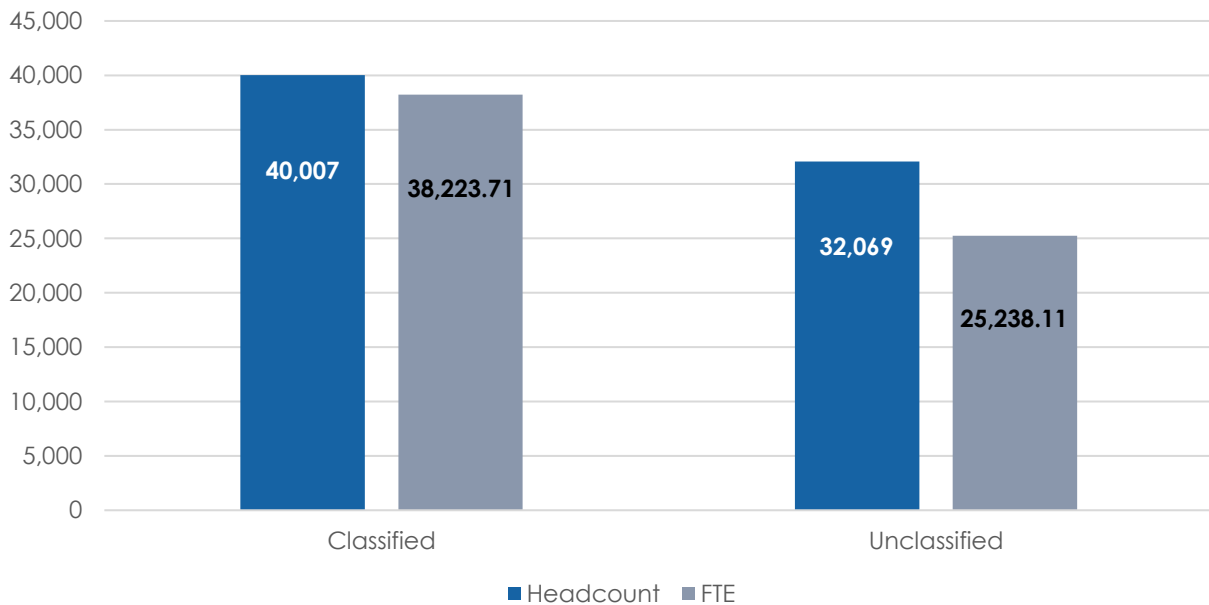
Workforce Demographics

STATEWIDE EMPLOYEE COUNT: CLASSIFIED vs. UNCLASSIFIED

The chart below depicts the headcount and full-time equivalence (FTE) of classified employees vs. unclassified employees in Louisiana’s state government workforce.

- A classified employee provides services to and for the State or any of its instrumentalities.
- Unclassified employees are specifically named in Article X of the Constitution and include, but are not limited to: elected officials, gubernatorial appointees, teaching and professional staff at universities, and members of the military.

State Civil Service has governing authority over classified employees only.



Headcount: Represents the actual number of employees.

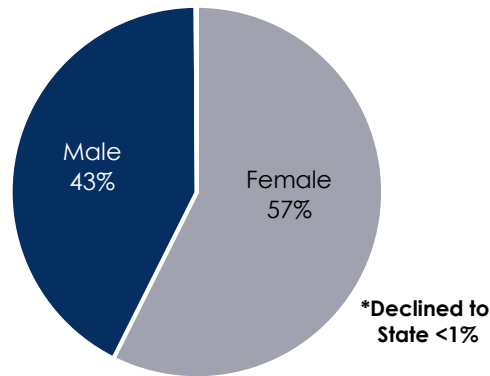
FTE: Represents the full time or part time assignment of employees. The FTE is .50 for an employee hired to work 20 hours per week. An agency with two employees (headcount) working each 20 hours per week = 1 FTE.

Workforce Demographics

The following information reflects the demographics of the 72,076 employees of Louisiana state government at the end of Fiscal Year 2018-2019. Data includes both classified and unclassified employees.

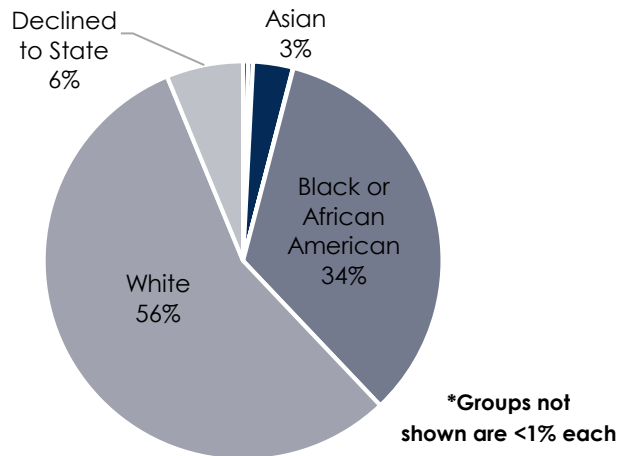
Statewide Gender Headcount

Gender	Count
Female	41,370
Male	30,629
Declined To State	77



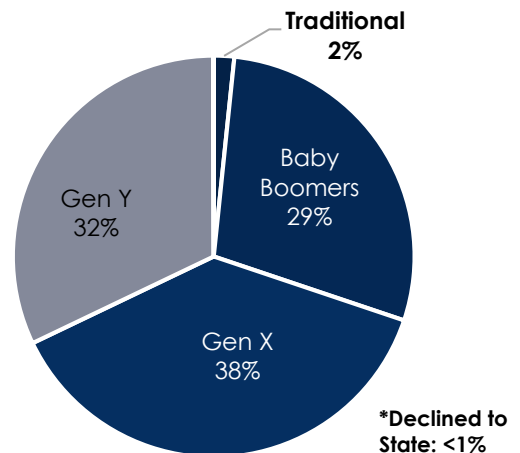
Statewide Race Headcount

Race	Count
American Indian or Alaskan Native*	303
Asian	2,329
Black or African American	24,394
Multi-Racial*	277
Native Hawaiian*	31
White	40,255
Declined To State	4,487



Statewide Generation Headcount

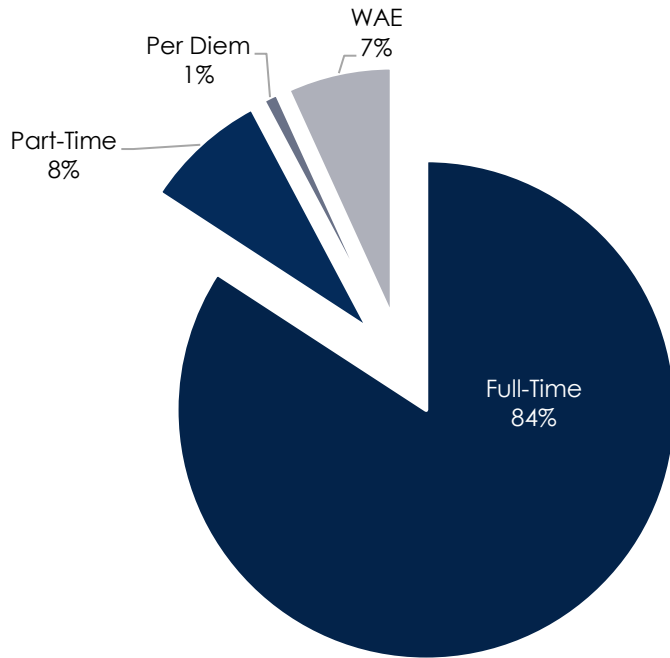
Generation	Count
Traditional Workers (born before 1946)	1,187
Baby Boomers (1946-1964)	20,551
Generation X (1965-1980)	27,199
Generation Y and on (born after 1980)	23,107
Declined To State	32



Workforce Demographics

Statewide Employee Headcount by Employee Group

Includes Classified and Unclassified Employees



Employee Group	Count
Full-Time	60,683
Part-Time	5,798
Per Diem	690
WAE	4,905

Employee group is determined by an employee's full time equivalency (FTE) percent. A full time employee has a 100% FTE percent while a part-time employee will have less than 100% FTE on a regular basis. A Per Diem designation is assigned to an employee paid by a daily stipend. A WAE (While Actually Employed) designation is given when an employee's position involves duties considered seasonal, temporary or intermittent.

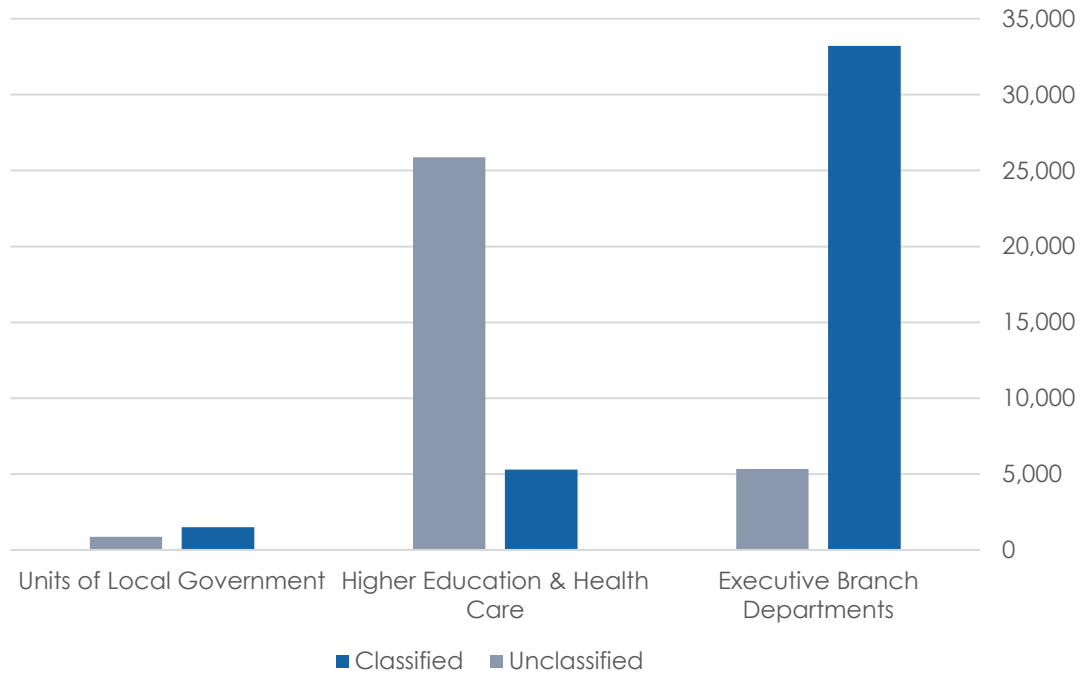
46
Average age of Classified Employee

46
Average age of Unclassified Employee

Workforce Demographics

Statewide Employee Headcount by Agency Type

Includes Classified and Unclassified Employees



At the close of Fiscal Year 2018-2019, Louisiana state government employed 72,076 employees. This workforce consisted of 40,007 classified employees and 32,069 unclassified employees. Employees are categorized by agency in which they are employed. The graph above and the chart below depict the number of employees by agency type: Executive Branch Departments, Higher Education¹ and Health Care² and Units Local of Government³.

Agency Type	Classified Headcount	Unclassified Headcount
Executive Branch Departments	33,216	5,333
Higher Education & Health Care	5,296	25,865
Units of Local Government	1,495	871

1. Higher Education: includes Universities, Community Colleges, Technical Colleges, and Health Care Services.
2. Health Care Services: includes Medical Centers and the Louisiana State University Health Services Division.
3. Units of Local Government: includes employees of local governments who are subject to State Civil Service Rules.

Department Headcounts

The following table represents the headcount (classified and unclassified) by Department at the close of FY18-19. Headcount is considered the number of actual employees.

Category	Department or Agency Type	Employees
Executive Branch	Louisiana Department of Health	7,958
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,990
Executive Branch	Department of Transportation & Development	4,336
Executive Branch	Executive Department (including DOA, Gov's Office, Nat'l Guard, GOHSEP, OCP, OGB, OFI, etc.)	4028
Executive Branch	Department of Children & Family Services	3,633
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,731
Executive Branch	Department of Education	1,440
Executive Branch	Department of Culture, Recreation & Tourism	1,161
Executive Branch	Louisiana Workforce Commission	961
Executive Branch	Department of Wildlife & Fisheries	852
Executive Branch	Department of Veterans' Affairs	852
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	851
Executive Branch	Department of Revenue	750
Executive Branch	Department of Environmental Quality	741
Executive Branch	Department of State (includes Registrars of Voters)	730
Executive Branch	Department of Agriculture	594
Executive Branch	Department of Justice	543
Executive Branch	Retirement Systems(LASERS, Teachers, School Employees, State Police)	332
Executive Branch	Department of Natural Resources	307
Executive Branch	Civil Service Agencies; SCS, Ethics, Division of Administrative Law, Municipal Fire & Police	232
Executive Branch	Department of Insurance	231
Executive Branch	Department of Economic Development	107
Executive Branch	Public Service Commission	82
Executive Branch	Department of Treasury	72
Executive Branch	Lieutenant Governor's Office	19
Executive Branch	Independent	16
Higher Ed & Health Care	Higher Education	30,693
Higher Ed & Health Care	Health Care Services	468
Quasi-State Agencies	Housing Authorities	1,116
Quasi-State Agencies	Ports, Levee Boards	1,229
Quasi-State Agencies	Louisiana Law Institute	7
Quasi-State Agencies	Executive Department	12
Quasi-State Agencies	Independent	2

Department Full Time Equivalents

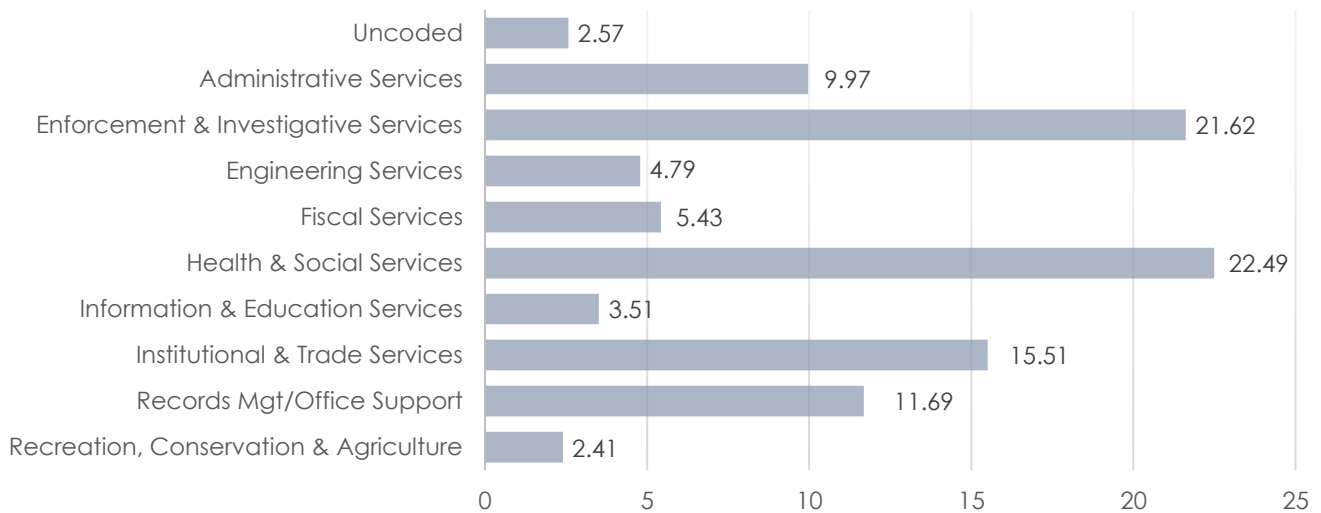
The following table represents the number of Full Time Equivalents (FTE) by Department (classified and unclassified) at the close of FY18-189

Category	Department or Agency Type	FTE Value
Executive Branch	Louisiana Department of Health	7,238.78
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,765.80
Executive Branch	Department of Transportation & Development	4,282.00
Executive Branch	Executive Department (including DOA, Gov's Office, Nat'l Guard, GOHSEP, OCP, OGB, OFI, etc.)	3,593.68
Executive Branch	Department of Children & Family Services	3,514.00
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,552.80
Executive Branch	Department of Education	1,296.92
Executive Branch	Louisiana Workforce Commission	867.62
Executive Branch	Department of Wildlife & Fisheries	808.98
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	829.75
Executive Branch	Department of Veterans' Affairs	747.00
Executive Branch	Department of Environmental Quality	694.00
Executive Branch	Department of Revenue	671.40
Executive Branch	Department of Culture, Recreation & Tourism	670.55
Executive Branch	Department of Agriculture	567.00
Executive Branch	Department of Justice	515.13
Executive Branch	Department of State (includes Registrars of Voters)	532.00
Executive Branch	Retirement Systems(LASERS, Teachers, School Employees, State Police)	298.55
Executive Branch	Department of Natural Resources	287.00
Executive Branch	Department of Insurance	220.00
Executive Branch	Civil Service Agencies (SCS, Ethics, Division of Administrative Law, Municipal Fire & Police)	170.00
Executive Branch	Department of Economic Development	103.50
Executive Branch	Public Service Commission	80.00
Executive Branch	Department of Treasury	53.00
Executive Branch	Lieutenant Governor's Office	19.00
Executive Branch	Independent	3.00
Higher Ed & Health Care	Higher Education	25,969.35
Higher Ed & Health Care	Health Care Services	419.40
Quasi-State Agencies	Ports, Levee Boards	1,013.94
Quasi-State Agencies	Housing Authorities	671.17
Quasi-State Agencies	Independents	2.00
Quasi-State Agencies	Executive Department	3.00
Quasi-State Agencies	Legislative	1.50

Classified Service Statistics

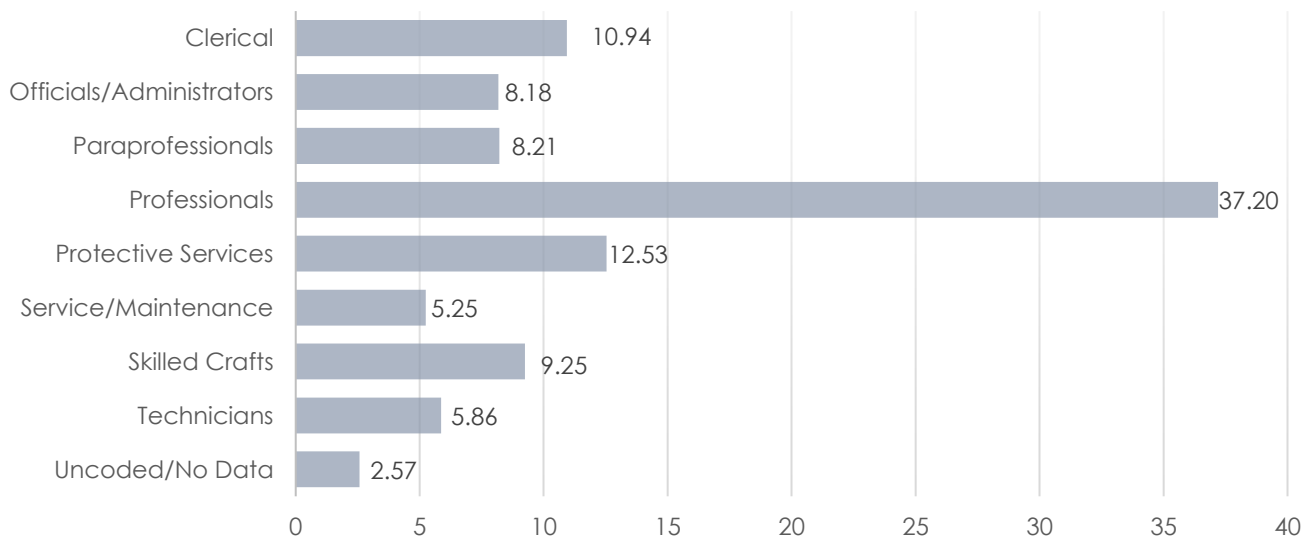
Classified Employees by Occupational Group

The graph below depicts the occupational groups of classified state employees at the close of FY18-19.



Classified Employees by EEO-4 Category

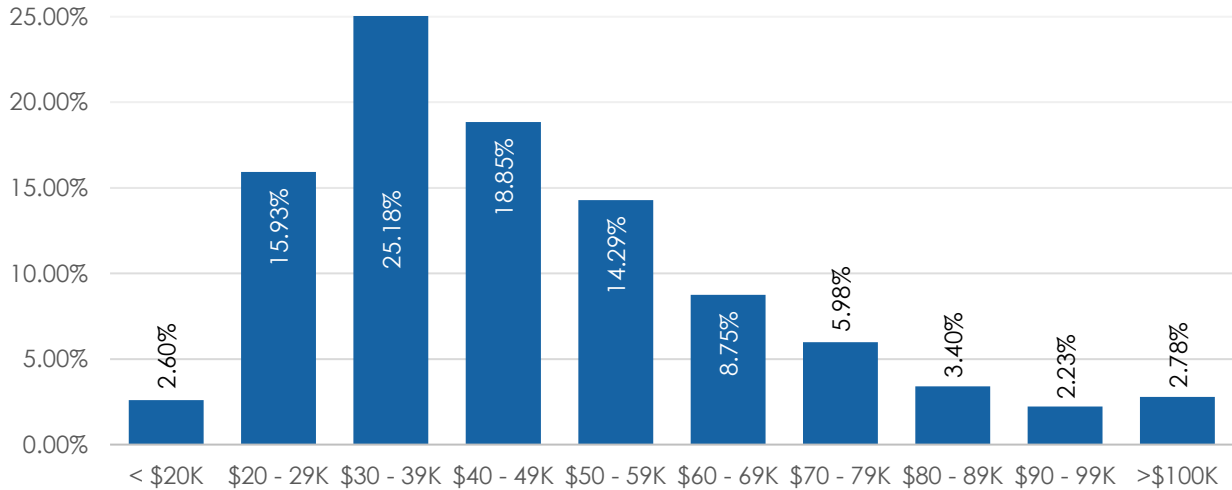
Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. The graph below depicts the state's classified workforce by EEO-4 category at the close of FY18-19.



Classified Service Statistics

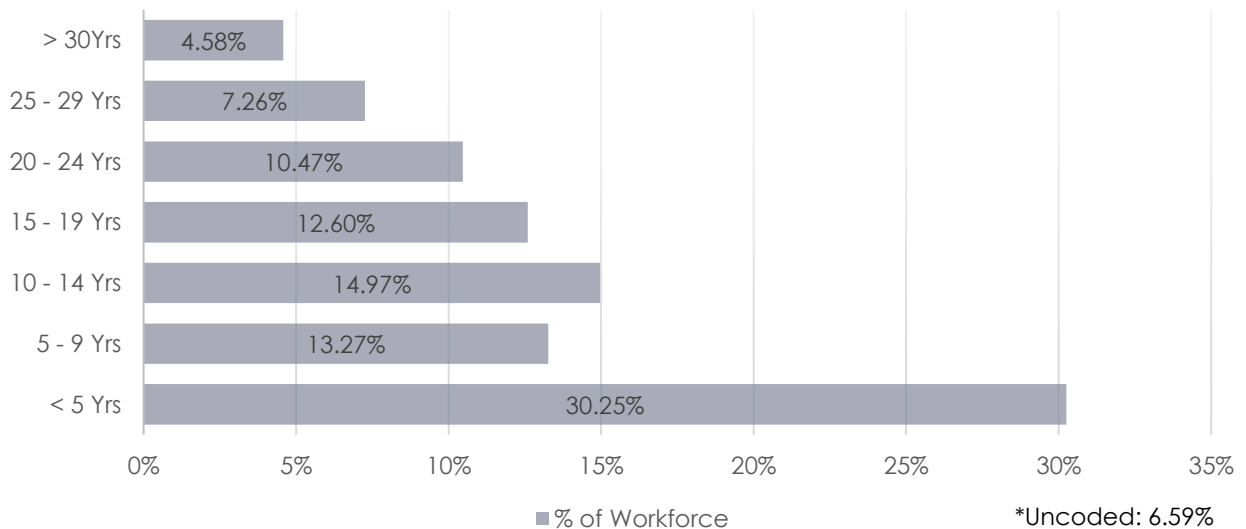
Salary Distribution of Full-Time Classified Employees

The graph below represents the salary distribution of classified state employees. As depicted in the chart, more than 44 percent of the classified workforce has an annual salary of less than \$40,000.



Length of Service – Classified Employees

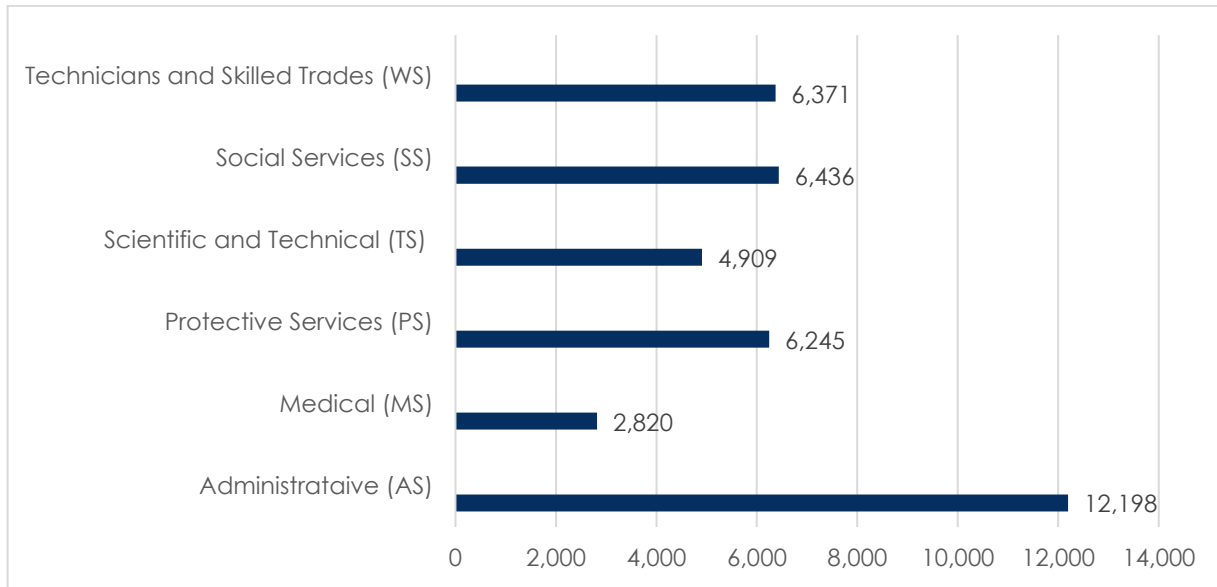
The data represented below indicates that at the close of FY 18-19, over 44 percent of classified employees had less than ten years of state service. Career service employees with more than twenty years of service comprised of approximately 22 percent of the workforce.



Classified Service Statistics

Number of Classified Employees by Pay Schedule

The graph below represents the number of classified state employees by pay schedule at the close of FY 18-19.

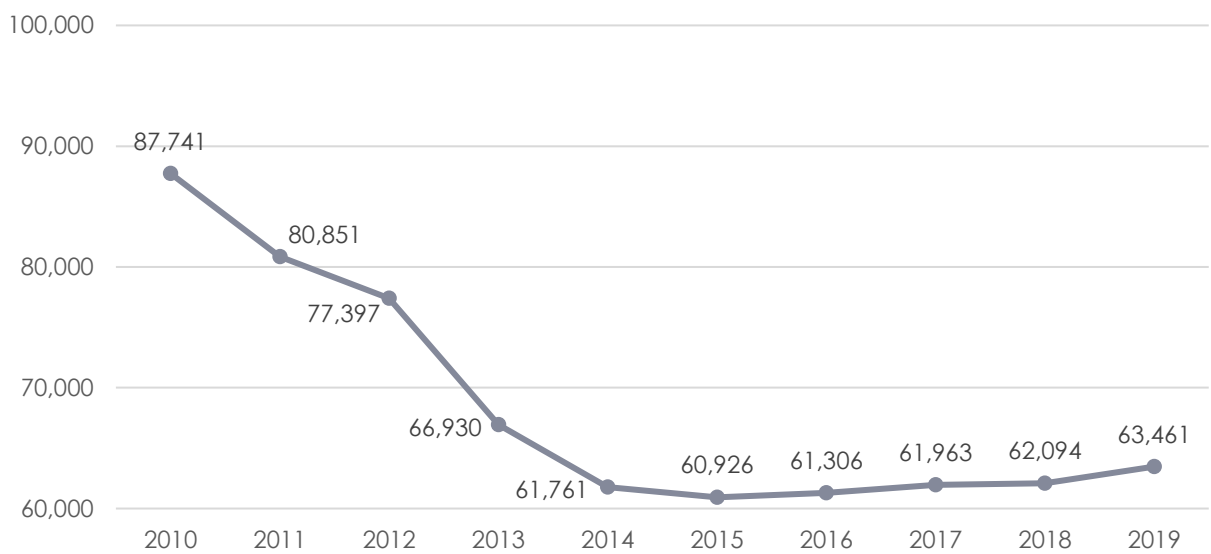


**Note: The number of classified employees by pay schedule does not include employees of Louisiana State Police.

Workforce Trends

FTE Employment Levels

The chart below depicts employment levels in Louisiana state government from Fiscal Year 2010 to Fiscal Year 2019. It represents the total Full-Time Equivalents for both classified and unclassified.



Trend of State Employment Levels 2010 – 2019									
(Total Full-Time Equivalents – Classified & Unclassified)									
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
87,741	80,851	77,397	66,930	61,761	60,926	61,306	61,963	62,094	63,461

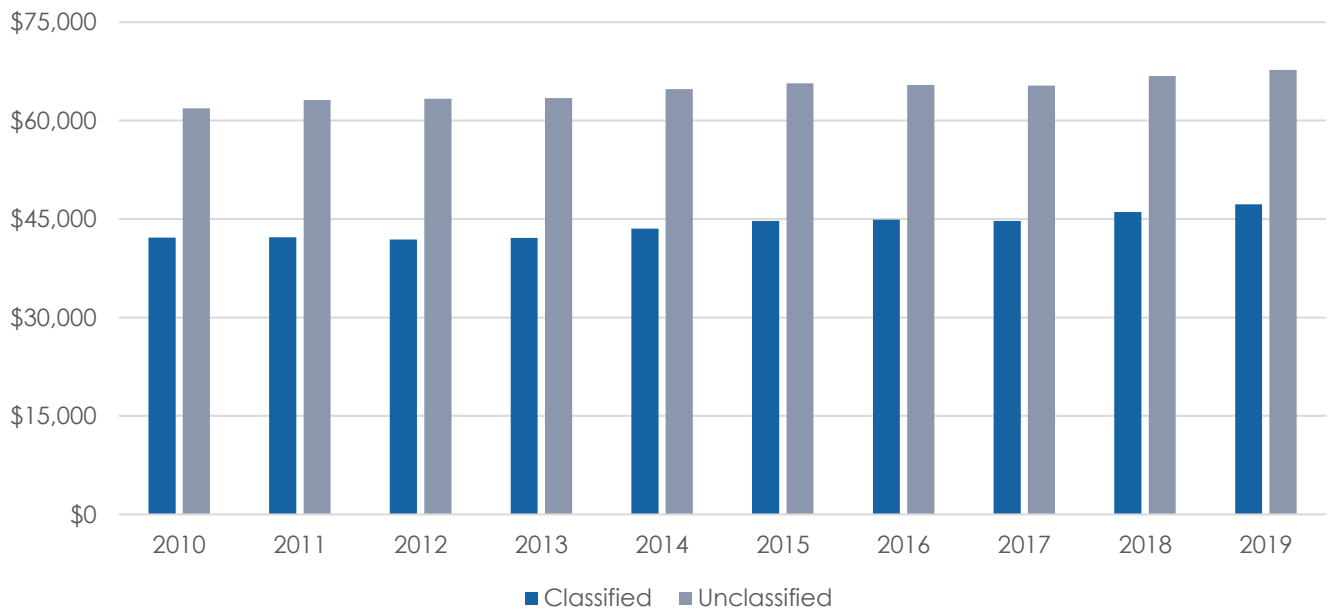
Workforce Trends

Average Annual Pay Rate

The chart below depicts the average annual pay rate of for full-time classified employees compared to full-time unclassified employees.

*Note: The annual rates of pay do not include rates of pay for State Police.

Fiscal Year 2018-2019
CLASSIFIED: \$47,237 vs. UNCLASSIFIED: \$67,724



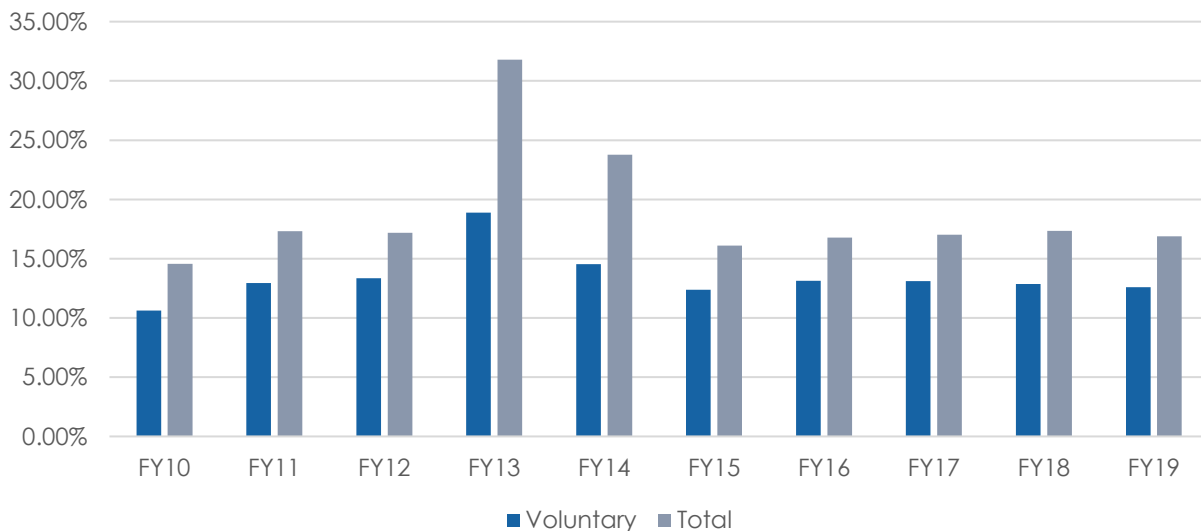
Trend of Average Annual Pay Rates for Full-Time Employees										
(*does not include State Police)										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Classified	\$42,187	\$42,208	\$41,864	\$42,140	\$43,525	\$44,738	\$44,907	\$44,737	\$46,102	\$47,237
Unclassified	\$61,861	\$63,130	\$63,337	\$63,426	\$64,784	\$65,694	\$65,414	\$65,357	\$66,816	\$67,724

Classified Employee Turnover

The data presented in the graph below is based on an analysis of the number of classified employees serving in non-temporary positions who separated from state service during each fiscal year presented. This data does not reflect the following: separations of unclassified employees, separations of temporary classified employees and transfers from one state agency to another.

The data represents Voluntary Turnover, (separation from state service due to resignation, retirement or death) and Total Turnover (Voluntary Turnover plus Involuntary Turnover). Involuntary Turnover represents separation from state service through dismissal, layoff, separation during probationary period, or non-disciplinary removals.

Fiscal Year 2018-2019
 Voluntary Turnover: 12.59%
 Total Turnover: 16.89%



Trend of Turnover Rates for Classified Employees										
	FY09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY17-18	FY18-19
Voluntary	10.62%	12.94%	13.35%	18.89%	14.53%	12.38%	13.14%	13.10%	12.86%	12.59%
Total	14.56%	17.33%	17.17%	31.80%	23.78%	16.09%	16.79%	17.01%	17.35%	16.89%

NOTE: The privatization of state hospitals and the corresponding layoffs during Fiscal Year 12-13 and Fiscal Year 13-14, in conjunction with a large number of retirements, contributed to the increase in statewide turnover.

Fiscal Year Reports

The following reports are available upon request. Please contact the Public Information Office at the Department of State Civil Service at 225.219.9462 for more information.

Report on State Employment

This report is compiled by using information collected and maintained pursuant to La. R.S. 42:289 and La. R.S. 42:290. Data is collected by the Department of State Civil Service on a weekly basis and reflects actual data reported by state agencies. This report can be accessed on the Department's website: <http://www.civilservice.louisiana.gov/Publications/WeeklyReport.aspx>

Annual Pay Plan Review

State Civil Service is required by Civil Service Rule 6.2 to conduct an annual review of the compensation plan for classified state employees and to recommend appropriate changes based upon the results. The purpose of this review is to provide an analysis of the health of the SCS pay schedules as compared to the market in order to remain competitive in recruiting and retaining qualified personnel. Copies of this report are available upon request.

Report on Spanish Speaking Persons

This report was prepared in response to House Concurrent Resolution Number 110 of the 2010 Regular Session of the Legislature. On an annual basis the report provides information regarding delivery of services to Spanish speaking persons with limited English proficiency. Copies of this report are available upon request.

Workforce Utilization Report

This report is prepared in compliance with House Concurrent Resolution Number 10 of the 1980 Regular Session of the Louisiana Legislature. It contains data on the employment of women and minorities in state government. Copies of this report are available by request.

FY2018-2019 Annual Payments Report

Prepared for the State Civil Service Commission, this report outlines payments by state agencies made under Civil Service Rules for Rewards and Recognition, Optional Pay, Attainment of Advance Degree and Gainsharing & Exceptional Performance Activity. Copies of this report are available by request.

FY2018-2019 Annual Turnover Report

Prepared for the State Civil Service Commission, this report contains data classified employee turnover. Copies of this report are available upon request.

FY2018-2019 Report on Turnover Rates

Prepared for the Joint Legislative Committee on the Budget, this report is compiled in accordance with La. R.S. 42:1601. The report outlines the turnover and turnover rate for each agency and the costs associated with the turnover, the five job classifications with the highest turnover rate and the five agencies and job classifications for which cost of turnover is the highest. Copies of this report are available upon request.

Report on State Employee Layoffs

Prepared monthly for the Louisiana State Legislature, this report outlines the number of positions targeted for abolishment and the number of employees actually laid off from state service. Copies of this report are available upon request.

CONTACT INFORMATION

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