

# State Civil Service Annual Report

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FISCAL YEAR 2020-2021

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 2020-2021 Annual Report. This report includes a snapshot of Louisiana's state government workforce as of June 30, 2021. 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 we have shifted our focus from efforts to provide rules and guidance on leave related to COVID-19 to providing clarity and consistency in teleworking practices throughout state government. SCS is partnering with the Division of Administration to take the lead in developing rules, policies, and guidelines outlining best practices for agencies wishing to maintain some form of telework into the future. At SCS, we recognize the strategic recruiting advantages telework offers in today's workforce and in the workforce of the future.

Throughout this pandemic, I am pleased and proud to say staff continues to fulfill the mission of SCS. Embedded in our agency values is a focus on integrity, customer commitment, innovation, and accountability. Our primary mission is built on the foundation of superior customer service. The staff of SCS strives to understand and anticipate our customer's needs and constantly focus on delivering products and services of the highest quality in a timely manner.

SCS staff members are very active in various professional organizations such as International Public Management Association (IPMA-HR), National Association of State Personnel Executives (NASPE), Association for Talent Development (ATD), Greater Baton Rouge Society of Human Resources Association, National Compensation Association of State Governments, and World at Work. Participation in such organizations helps agency staff to keep abreast of advancements in the field of Human Resources Management as well as future challenges. NASPE is a non-profit organization, whose purpose it is to enhance communication and the exchange of information among state personnel executives. I had the privilege of serving as President of NASPE in fiscal years 18-19 and 19-20.

Additionally, on behalf of the State Civil Service Commission and the Department of State Civil Service, I would like to take the opportunity to extend our sincerest gratitude to all state employees. We always welcome any opportunity to spotlight the contributions state employees make in the workplace and in our communities.

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](http://www.civilservice.la.gov) to learn more about our department. To learn more about Louisiana State government visit [www.louisiana.gov](http://www.louisiana.gov).

Byron P. Decoteau, Jr.  
State Civil Service Director  
November 3, 2021

# 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](mailto:civilservicecommission@la.gov).

## STATE CIVIL SERVICE COMMISSION MEMBERS FOR FY 2020-2021

Name	Nominated By	Term Expires	Congressional District
David L. Duplantier, Chairman	Loyola University	12/10/2024	1 <sup>st</sup>
D. Scott Hughes, Vice-Chairman	Centenary College	12/10/2022	4 <sup>th</sup>
John McLure	Louisiana College	12/10/2024	5 <sup>th</sup>
Kristi Folse	Employee Representative	05/01/2023	5 <sup>th</sup>
G. Lee Griffin	Tulane University	12/10/2022	6 <sup>th</sup>
Ronald M. Carrere Jr.	Xavier University	12/10/2022	2 <sup>nd</sup>
Jo Ann Nixon	Dillard University	12/10/2026	3 <sup>rd</sup>

## 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, public information, 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.

## 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.

## Compliance and Audit

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.

## Management Information Services

Is comprised of two separate but related teams – the Applications & Data Management Division and Information Technology. Apps & Data Management oversees the collection, analysis, and reporting of data in regards to the State's workforce; the development and support of applications that serve the Department, Human Resources offices statewide and the public; and the storage of the Department's records and reports. The Information Technology 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, and merit-based written examination and given scores that will assist state agencies in making effective hiring decisions.



# SCS Notable Accomplishments

## PRESS RELEASE 2.3.21

Jo Ann Nixon reappointed to the State Civil Service Commission

## PRESS RELEASE 12.11.20

SCS Announces New Employee Representative on the State Civil Service Commission

## GENERAL CIRCULAR 2021-023

Implementation of New Protective Services Exam (PSE)

## GENERAL CIRCULAR 2021-017

State Employee Recognition Week 2021

## GENERAL CIRCULAR 2021-009

Values Diversity – Newest Statewide Competency

## GENERAL CIRCULAR 2020-058

Cybersecurity Awareness Training Course Now Available

## GENERAL CIRCULAR 2020-056

State Employee Recognition Week 2020

## GENERAL CIRCULAR 2020-044

State Civil Service Announces Virtual CPTP Course Options

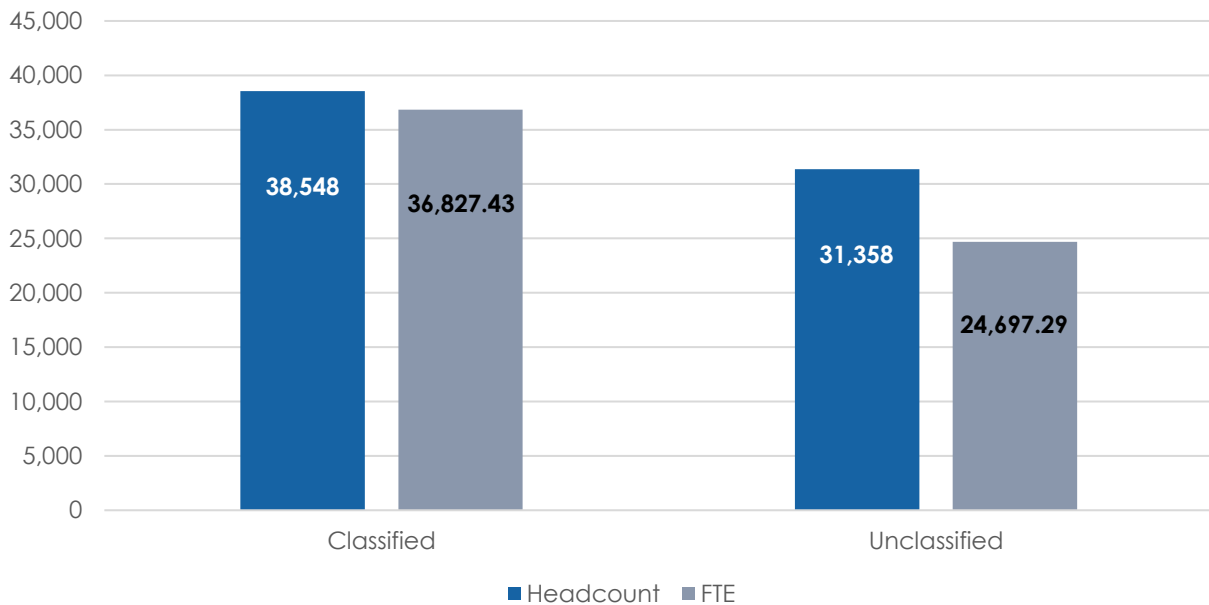
# Workforce Demographics

## 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.

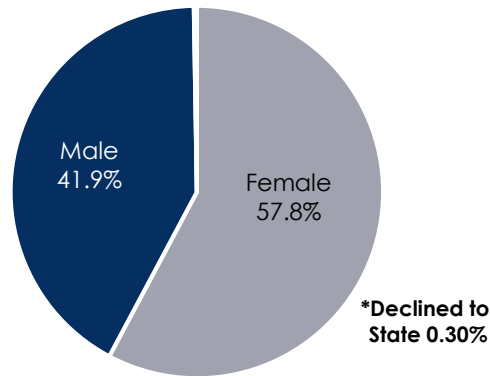
**FTE:** Represents the full time or part time assignment of employees. The FTE is .50 for an employee hired to work 20 hours per week. An agency with two employees (headcount) working each 20 hours per week = 1 FTE.

# Workforce Demographics

The following information reflects the demographics of the 69,906 employees of Louisiana state government at the end of Fiscal Year 2020-2021. Data includes both classified and unclassified employees.

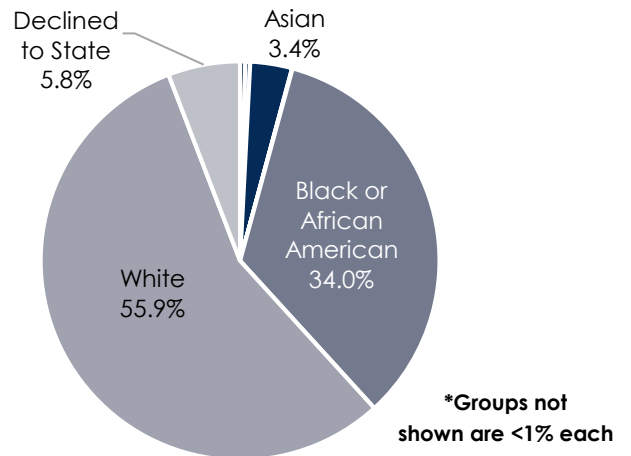
## Statewide Gender Headcount

Gender	Count
Female	40,402
Male	29,322
Declined To State	182



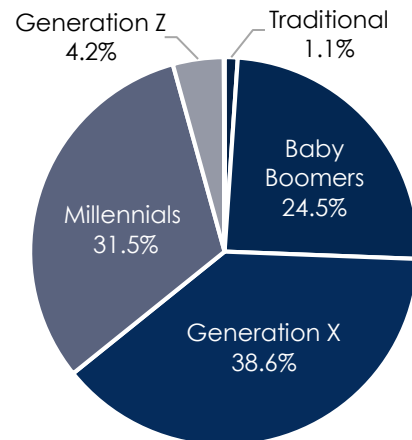
## Statewide Race Headcount

Race	Count
American Indian or Alaskan Native*	299
Asian	2,369
Black or African American	23,762
Multi-Racial*	272
Native Hawaiian*	30
White	39,091
Declined To State	4,083



## Statewide Generation Headcount

Generation	Count
Traditional Workers (born before 1946)	759
Baby Boomers (1946-1964)	17,140
Generation X (1965-1980)	26,993
Millennials (1981-1996)	22,012
Generation Z (born after 1996)	2,960
Declined To State	42

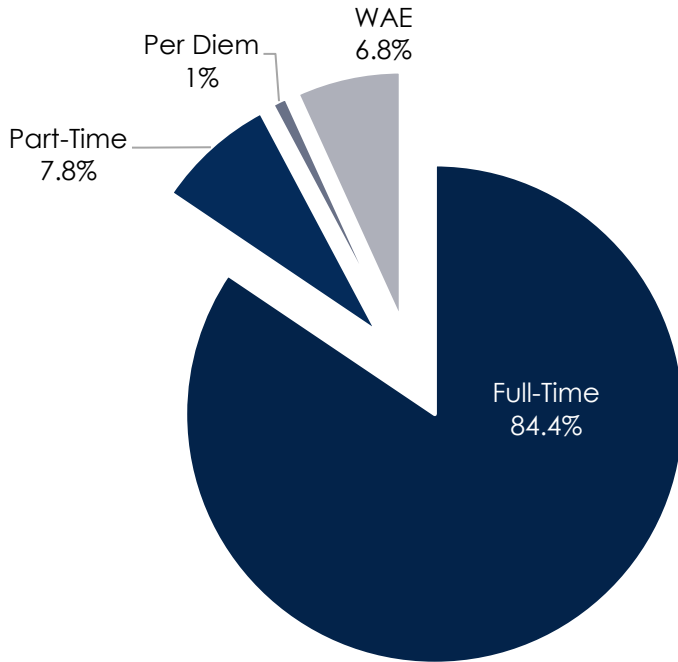


\*Declined to State- <1%

# Workforce Demographics

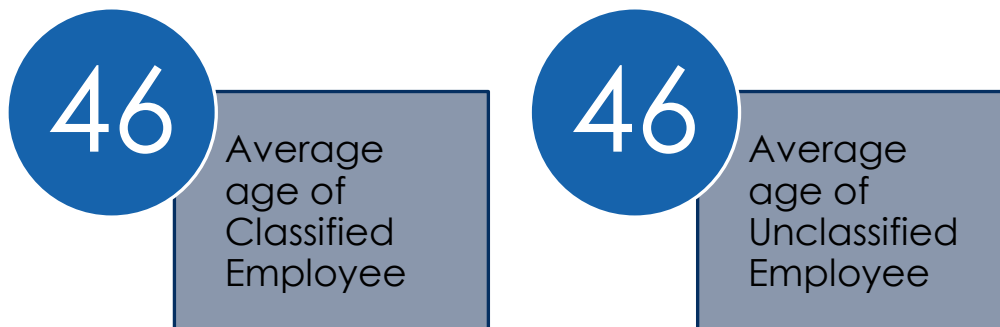
## Statewide Employee Headcount by Employee Group

Includes Classified and Unclassified Employees



Employee Group	Count
Full-Time	59,031
Part-Time	5,443
Per Diem	681
WAE	4,751

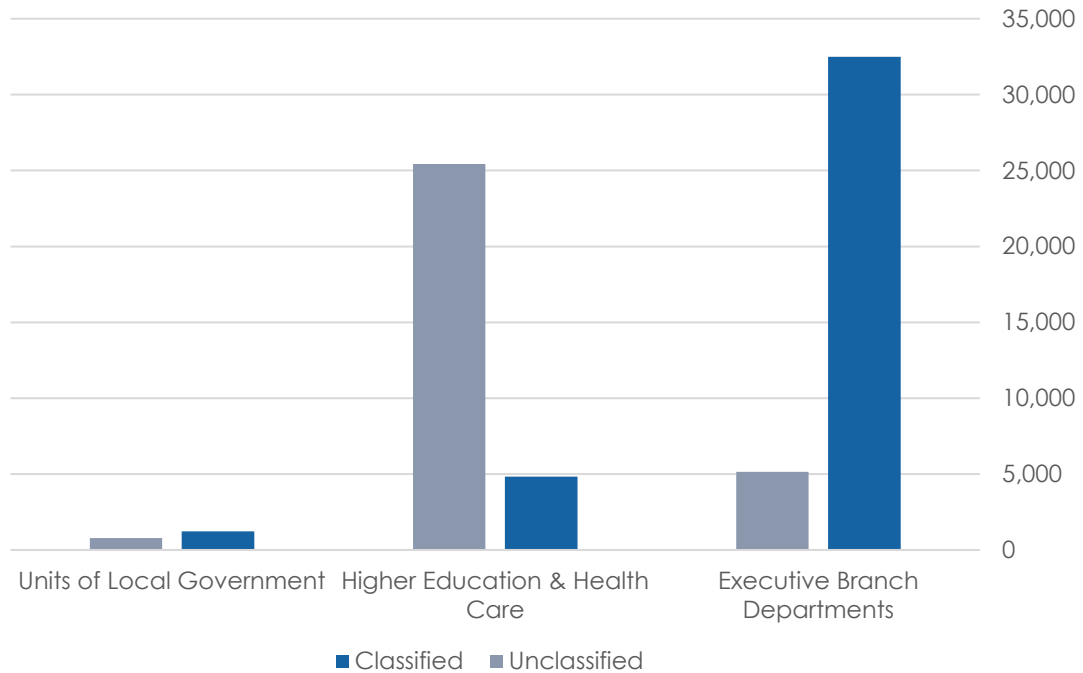
Employee group is determined by an employee's full time equivalency (FTE) percent. A full time employee has a 100% FTE percent while a part-time employee will have less than 100% FTE on a regular basis. A Per Diem designation is assigned to an employee paid by a daily stipend. A WAE (While Actually Employed)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



# Workforce Demographics

## Statewide Employee Headcount by Agency Type

Includes Classified and Unclassified Employees



At the close of Fiscal Year 2020-2021, Louisiana state government employed 69,906 employees. This workforce consisted of 38,548 classified employees and 31,358 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 Education<sup>1</sup> and Health Care<sup>2</sup> and Units Local of Government<sup>3</sup>.

Agency Type	Classified Headcount	Unclassified Headcount
Executive Branch Departments	32,498	5,156
Higher Education & Health Care	4,825	25,423
Units of Local Government	1,225	779

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 FY 20-21. Headcount is considered the number of actual employees.

Category	Department or Agency Type	Employees
Executive Branch	Louisiana Department of Health	8,179
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,571
Executive Branch	Department of Transportation & Development	4,277
Executive Branch	Executive Department (including DOA, Gov's Office, Nat'l Guard, GOHSEP, OCP, OGB, OFI, etc.)	4,101
Executive Branch	Department of Children & Family Services	3,591
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,687
Executive Branch	Department of Education	1,260
Executive Branch	Department of Culture, Recreation & Tourism	983
Executive Branch	Louisiana Workforce Commission	980
Executive Branch	Department of State (includes Registrars of Voters)	800
Executive Branch	Department of Wildlife & Fisheries	779
Executive Branch	Department of Veterans' Affairs	778
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	732
Executive Branch	Department of Environmental Quality	708
Executive Branch	Department of Revenue	706
Executive Branch	Department of Agriculture	601
Executive Branch	Department of Justice	552
Executive Branch	Retirement Systems(LASERS, Teachers, School Employees, State Police)	323
Executive Branch	Department of Natural Resources	293
Executive Branch	Civil Service Agencies; SCS, Ethics, Division of Administrative Law, Municipal Fire & Police	236
Executive Branch	Department of Insurance	226
Executive Branch	Department of Economic Development	108
Executive Branch	Public Service Commission	80
Executive Branch	Department of Treasury	75
Executive Branch	Lieutenant Governor's Office	18
Executive Branch	Independent	10
Higher Ed & Health Care	Higher Education	29,795
Higher Ed & Health Care	Health Care Services	453
Quasi-State Agencies	Ports, Levee Boards, Fresh Water Districts	1,179
Quasi-State Agencies	Housing Authorities	804
Quasi-State Agencies	Executive Department	12
Quasi-State Agencies	Louisiana Law Institute	5
Quasi-State Agencies	Independent	4

# Department Full Time Equivalents

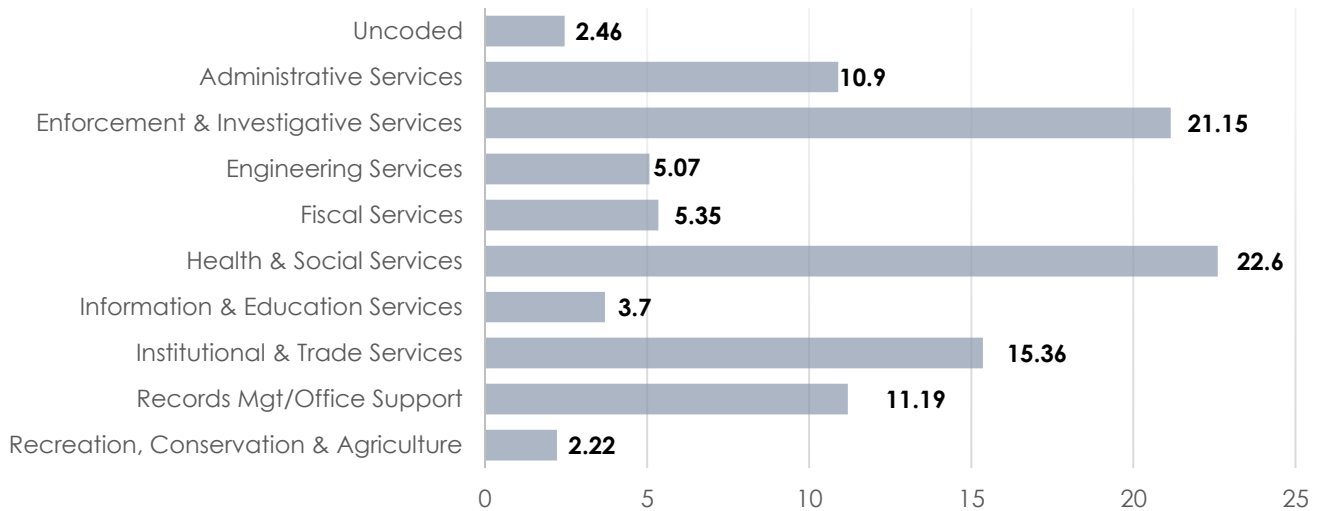
The following table represents the number of Full Time Equivalents (FTE) by Department (classified and unclassified) at the close of FY 20-21.

Category	Department or Agency Type	FTE Value
Executive Branch	Louisiana Department of Health	7,406.28
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,342.70
Executive Branch	Department of Transportation & Development	4,227.50
Executive Branch	Executive Department (including DOA, Gov's Office, Nat'l Guard, GOHSEP, OCP, OGB, OFI, etc.)	3,677.13
Executive Branch	Department of Children & Family Services	3,478.00
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,508.05
Executive Branch	Department of Education	1,059.00
Executive Branch	Louisiana Workforce Commission	878.50
Executive Branch	Department of Wildlife & Fisheries	750.65
Executive Branch	Department of Veterans' Affairs	704.00
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	701.00
Executive Branch	Department of Environmental Quality	678.50
Executive Branch	Department of Revenue	646.10
Executive Branch	Department of Culture, Recreation & Tourism	628.30
Executive Branch	Department of Agriculture	574.00
Executive Branch	Department of State (includes Registrars of Voters)	536.00
Executive Branch	Department of Justice	528.75
Executive Branch	Retirement Systems(LASERS, Teachers, School Employees, State Police)	293.00
Executive Branch	Department of Natural Resources	275.00
Executive Branch	Department of Insurance	218.50
Executive Branch	Civil Service Agencies (SCS, Ethics, Division of Administrative Law, Municipal Fire & Police)	172.50
Executive Branch	Department of Economic Development	104.00
Executive Branch	Public Service Commission	79.00
Executive Branch	Department of Treasury	59.10
Executive Branch	Lieutenant Governor's Office	18.00
Executive Branch	Independent	2.00
Higher Ed & Health Care	Higher Education	25,159.34
Higher Ed & Health Care	Health Care Services	408.90
Quasi-State Agencies	Ports, Levee Boards	958.75
Quasi-State Agencies	Housing Authorities	444.17
Quasi-State Agencies	Independents	4.00
Quasi-State Agencies	Executive Department	3.00
Quasi-State Agencies	Legislative	1.00

# Classified Service Statistics

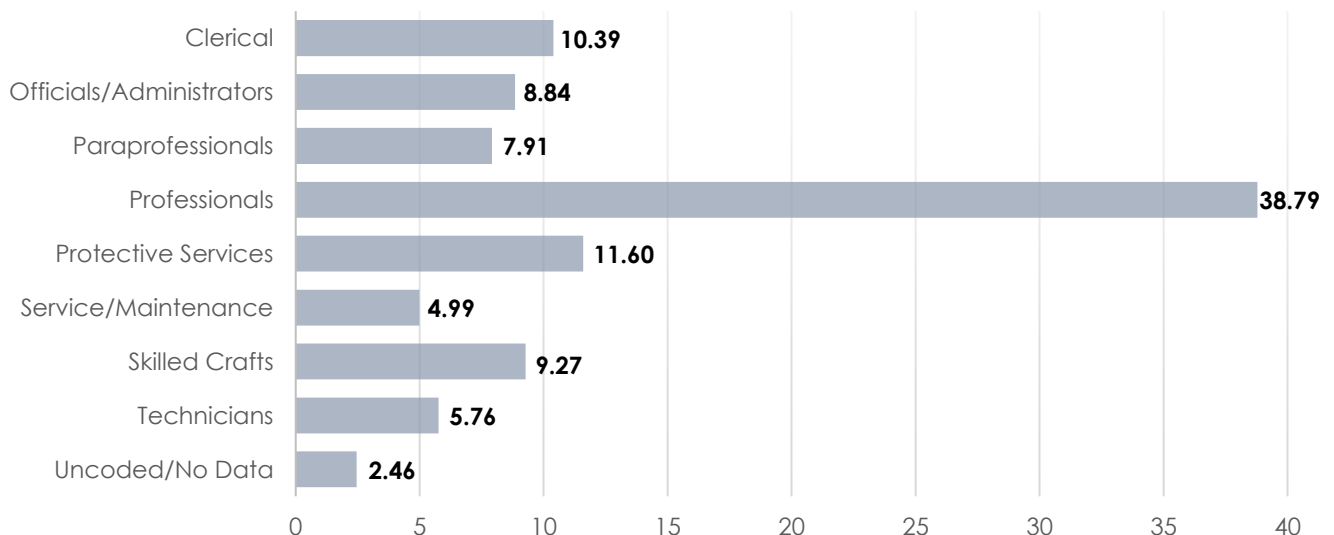
## Classified Employees by Occupational Group

The graph below depicts the occupational groups of classified state employees at the close of FY 20-21.



## 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 FY 20-21.

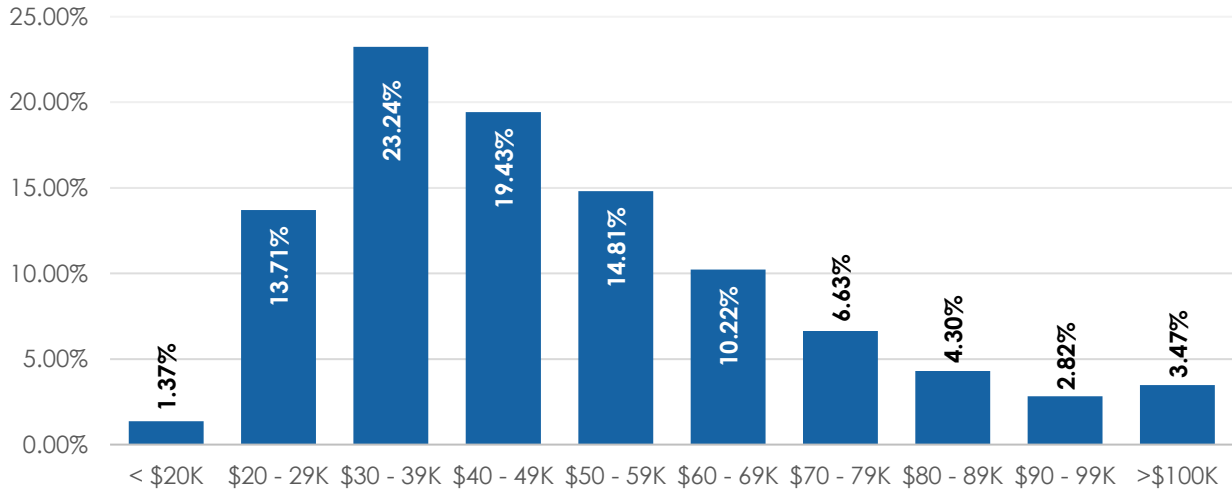




# Classified Service Statistics

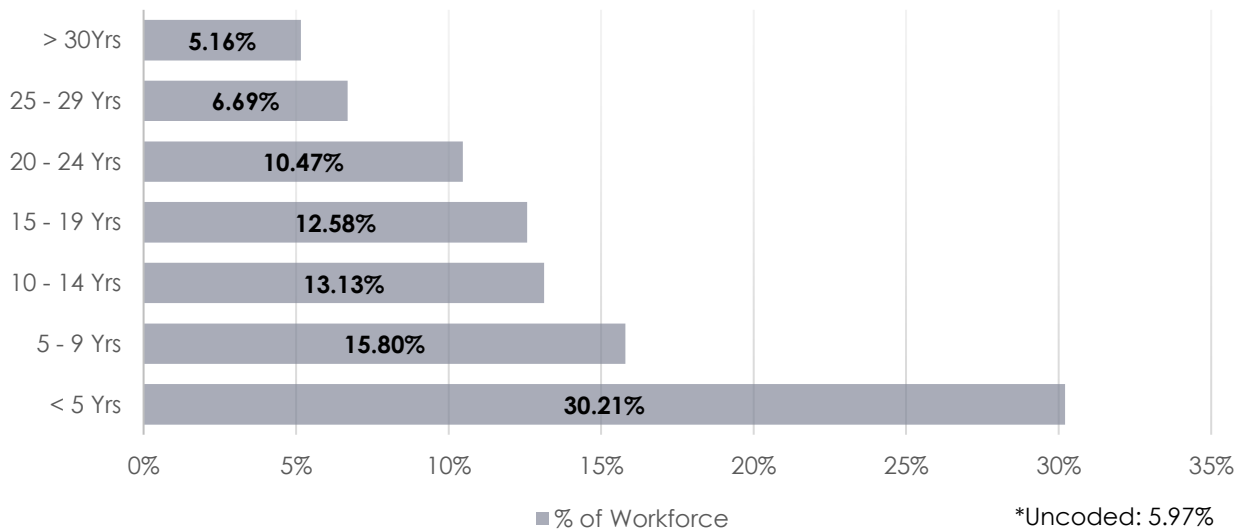
## Salary Distribution of Full-Time Classified Employees

The graph below represents the salary distribution of classified state employees. As depicted in the chart, a little more than 38 percent of the classified workforce has an annual salary of less than \$40,000.



## Length of Service – Classified Employees

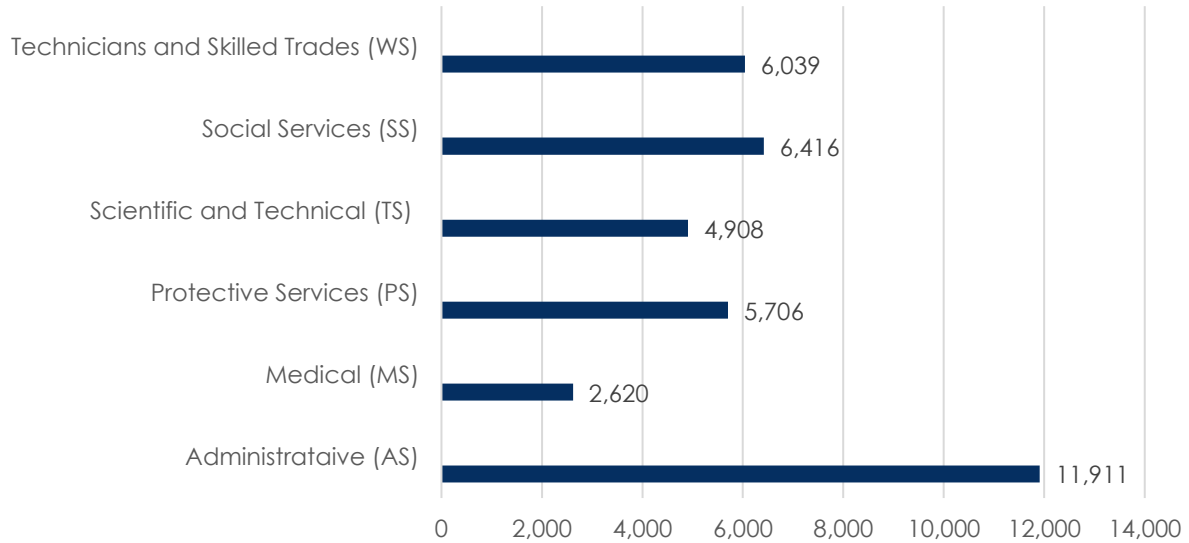
The data represented below indicates that at the close of FY 20-21, 46 percent of classified employees had less than ten years of state service. Career service employees with more than twenty years of service comprised of more than 22 percent of the workforce.



# 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 20-21.

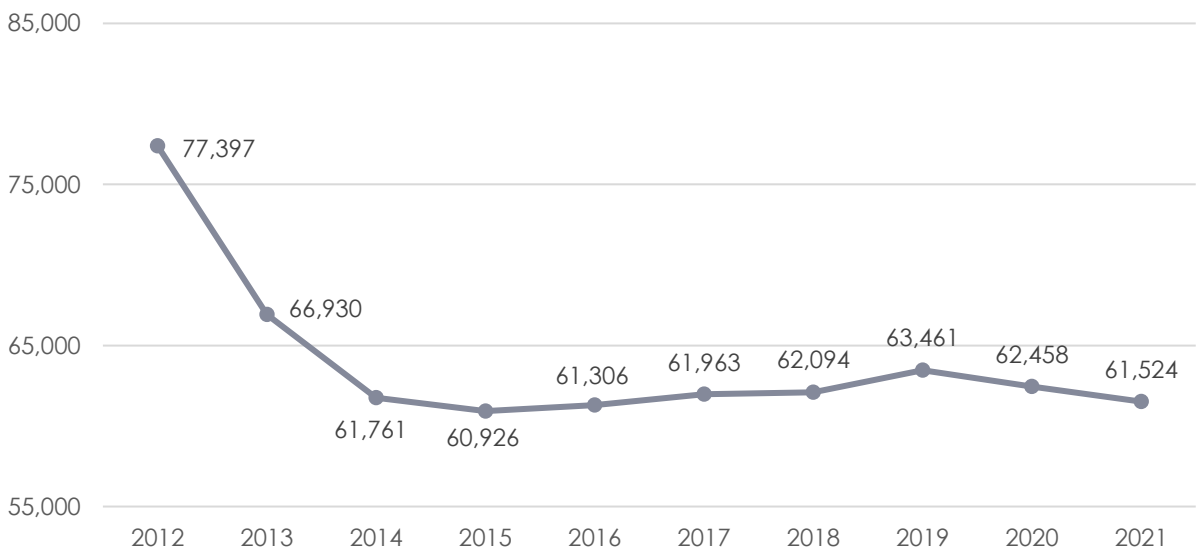


\*Note: The number of classified employees by pay schedule does not include employees of Louisiana State Police.

# Workforce Trends

## FTE Employment Levels

The chart below depicts employment levels in Louisiana state government from Fiscal Year 2012 to Fiscal Year 2021. It represents the total Full-Time Equivalents for both classified and unclassified.



<b>Trend of State Employment Levels 2012 – 2021</b>									
(Total Full-Time Equivalents – Classified & Unclassified)									
<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
77,397	66,930	61,761	60,926	61,306	61,963	62,094	63,461	62,458	61,524

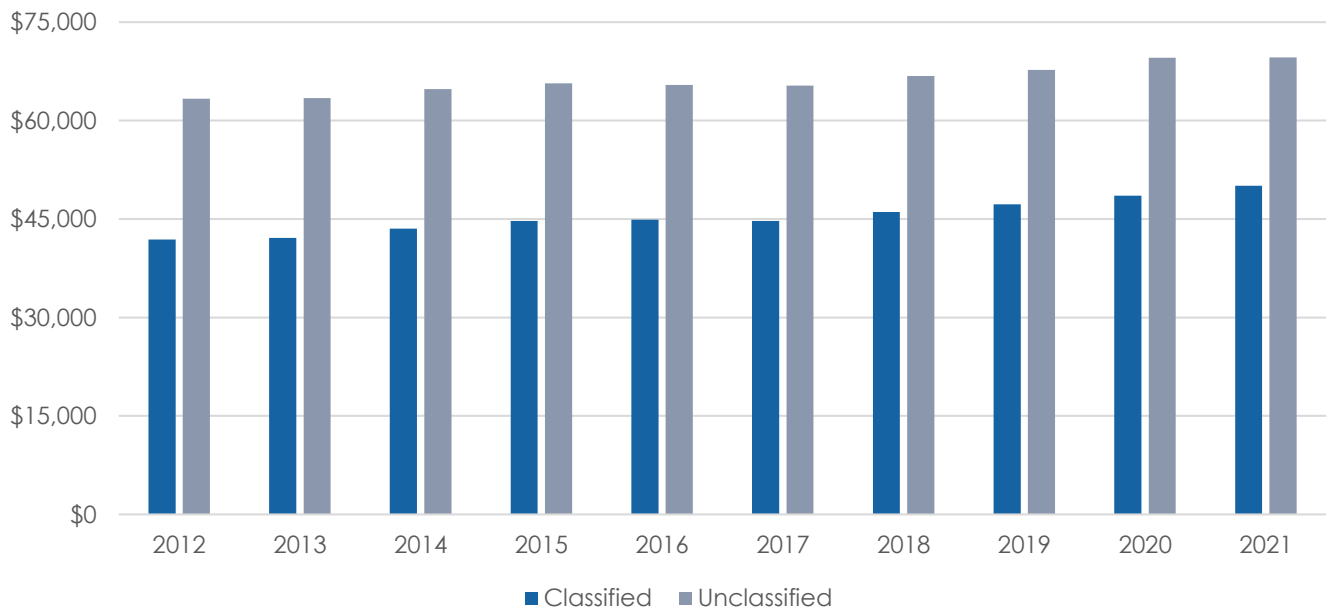
# Workforce Trends

## 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 2020-2021  
**CLASSIFIED: \$50,055 vs. UNCLASSIFIED: \$69,652**



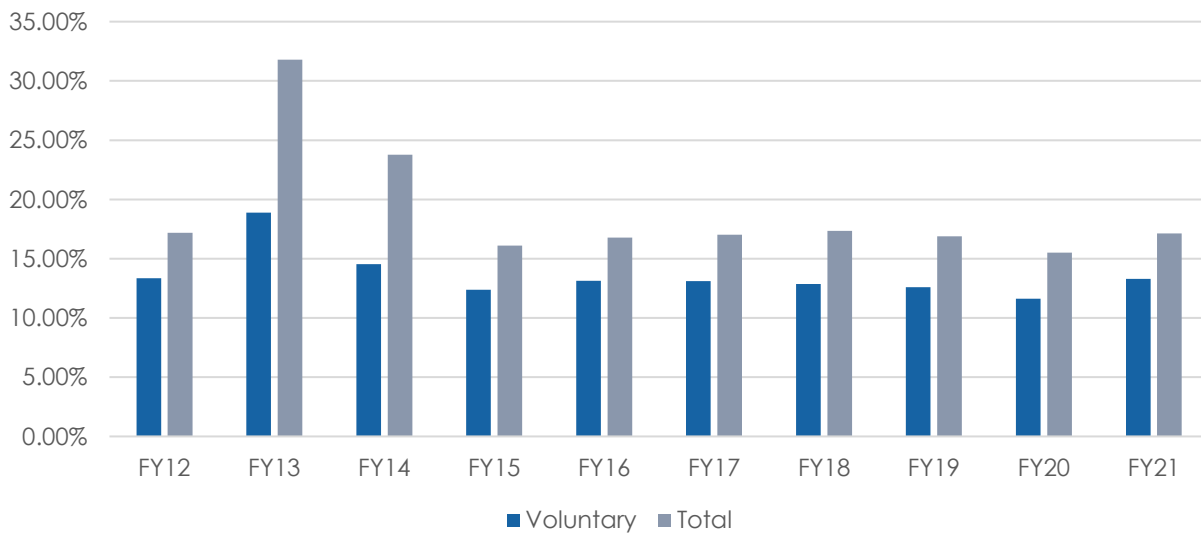
Trend of Average Annual Pay Rates for Full-Time Employees										
(*does not include State Police)										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Classified</b>	\$41,864	\$42,140	\$43,525	\$44,738	\$44,907	\$44,737	\$46,102	\$47,237	\$48,583	\$50,055
<b>Unclassified</b>	\$63,337	\$63,426	\$64,784	\$65,694	\$65,414	\$65,357	\$66,816	\$67,724	\$69,597	\$69,652

# 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 2020-2021  
 Voluntary Turnover: 13.29%  
 Total Turnover: 17.13%



Trend of Turnover Rates for Classified Employees										
	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY17-18	FY18-19	FY19-20	FY20-21
<b>Voluntary</b>	13.35%	18.89%	14.53%	12.38%	13.14%	13.10%	12.86%	12.59%	11.63%	13.29%
<b>Total</b>	17.17%	31.80%	23.78%	16.09%	16.79%	17.01%	17.35%	16.89%	15.52%	17.13%

**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.

## **FY2020-2021 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.

### **FY2020-2021 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.

### **FY2020-2021 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

**BYRON P. DECOTEAU, JR.,  
MSHLD, PHR, SHRM-CP**  
DIRECTOR

225.342.8272  
byron.decoteau@la.gov

**CHRIS DEER, CCP**  
DEPUTY DIRECTOR

225.219.9424  
chris.deer@la.gov

**NICOLE TUCKER, MBA, CCP**  
CHIEF OPERATING OFFICER

225.342.8264  
nicole.tucker@la.gov

**BRANDON SCIVICQUE**  
CHIEF FINANCIAL OFFICER

225.342.0339  
brandon.scivicque@la.gov

**LINDSAY RUIZ DE CHAVEZ**  
PUBLIC INFORMATION  
DIRECTOR

225.219.9462  
lindsay.ruiz@la.gov

## State Civil Service

P.O. Box 94111  
Baton Rouge, LA 70804-9111  
225.342.8274  
[www.civilservice.la.gov](http://www.civilservice.la.gov)  
[scsinfo@la.gov](mailto:scsinfo@la.gov)



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