



Louisiana
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GENERAL CIRCULAR NUMBER 2017-008

DATE: March 23, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of April 5, 2017 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, April 5, 2017, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9 a.m. and will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 N. Third Street, Baton Rouge, Louisiana.

The Commission will consider the following exhibits:

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (A) BELOW REQUIRES APPROVAL FROM BOTH THE STATE CIVIL SERVICE COMMISSION AND 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: New Jobs Proposed for Addition to the Pay Plan (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (B) AND EXHIBIT (C) REQUIRES APPROVAL OF ONLY THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION.

EXHIBIT B: Proposed Job Specification Changes to the Pay Plan (see attached).

EXHIBIT C: Proposed Jobs to be Abolished from the Pay Plan (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (D) REQUIRES RATIFICATION OF ONLY THE STATE CIVIL SERVICE COMMISSION WITH PRIOR APPROVAL GIVEN BY THE STATE CIVIL SERVICE DIRECTOR.

EXHIBIT D: Ratification of Job Specification Changes to the Pay Plan (see attached).

Further supplements adding items to these exhibits may be issued at the Commission Hearing.

Please review this proposal and furnish us any comments that you consider pertinent by close of business March 30, 2017. 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. Please direct your comments to Brandy Malatesta (brandy.malatesta@la.gov) at 225-342-8083.

Please post this General Circular prominently so that all employees will receive notice of this hearing. If any special accommodations are needed, please notify us prior to this meeting.

Sincerely,

s/Byron P. Decoteau, Jr
Director

Exhibits requiring approval from both the State Civil Service Commission and the Governor prior to implementation:

EXHIBIT A: NEW JOBS PROPOSED FOR ADDITION TO THE PAY PLAN

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
173500	Wildlife Enforcement Corporal	PS	112

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

EXHIBIT B: PROPOSED JOB SPECIFICATION CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE
133630	Wildlife Enforcement Cadet
133820	Wildlife Enforcement Agent
157170	Wildlife Enforcement Senior Agent
133690	Wildlife Enforcement Sergeant
133650	Wildlife Enforcement Lieutenant
133730	Wildlife Enforcement Captain
133750	Wildlife Enforcement Major
133700	Wildlife Enforcement Lieutenant Colonel
133680	Wildlife Enforcement Colonel
146060	Probation and Parole Officer 1 - Juvenile
146070	Probation and Parole Officer 2 - Juvenile
144590	Probation and Parole Officer 3 - Juvenile
146080	Probation and Parole Supervisor - Juvenile
144420	Probation and Parole District Manager 1 - Juvenile
144610	Probation and Parole District Manager 2 - Juvenile
144620	Probation and Parole District Manager 3 - Juvenile

EXHIBIT C: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN

JOB CODE	JOB TITLE
173210	Parks Regional Manager

Exhibits requiring ratification of only the State Civil Service Commission with prior approval given by the State Civil Service Director for implementation:

EXHIBIT D: RATIFICATION OF JOB SPECIFICATION CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE
173020	DCFS Regional Administrator
173010	DCFS Area Director