



Louisiana
SCS
State Civil Service

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GENERAL CIRCULAR NUMBER 2018-002

DATE: February 21, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of March 7, 2018 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, March 7, 2018, 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 Third Street, Baton Rouge, Louisiana.

The Commission will consider the following exhibits:

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (A) AND (B) BELOW REQUIRE 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: Proposed New Jobs for Addition to the Pay Plan (see attached).

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

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS (C), (D) AND (E) REQUIRE APPROVAL OF ONLY THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION.

EXHIBIT C: Proposed Job Title Changes to the Pay Plan (see attached).

EXHIBIT D: Proposed Job Specification Changes (see attached).

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

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

EXHIBIT F: Ratification of Job Specification Changes (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 2, 2018. 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 any comments regarding this proposal to Brandy Malatesta, State Civil Service Compensation Administrator, at brandy.malatesta@la.gov or 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: PROPOSED NEW JOBS FOR ADDITION TO THE PAY PLAN
SINCE THE OCTOBER 4, 2017 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
173530	GIS Analyst 1	TS	308	G3
173540	GIS Analyst 2	TS	309	G3
173550	GIS Analyst 3	TS	312	G3
173560	GIS Specialist	TS	314	G3
173570	GIS Supervisor	TS	315	G3
173580	GIS Manager	TS	316	G3
173590	State Travel Analyst 1	AS	614	A2
173600	State Travel Analyst 2	AS	616	A2
173610	State Travel Analyst 3	AS	617	A2
173620	State Travel Manager	AS	620	A2
173630	State Travel Director	AS	623	A2
173520	State Procurement Supervisor	AS	619	A2

**EXHIBIT B: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE OCTOBER 4, 2017 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
101610	State Purchasing Manager	AS	619	AS	621

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

**EXHIBIT C: PROPOSED JOB TITLE CHANGES TO THE PAY PLAN
SINCE THE OCTOBER 4, 2017 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
148250	State Purchasing Officer 1	State Procurement Analyst 1
101550	State Purchasing Officer 2	State Procurement Analyst 2
148260	State Purchasing Officer 3	State Procurement Analyst 3
101610	State Purchasing Manager	State Procurement Manager
162580	State Purchasing Assistant Director	State Procurement Assistant Director
101650	State Purchasing Director	State Procurement Director

**EXHIBIT D: PROPOSED JOB SPECIFICATION CHANGES
SINCE THE OCTOBER 4, 2017 PAY HEARING**

JOB CODE	JOB TITLE
148250	State Purchasing Officer 1
101550	State Purchasing Officer 2
148260	State Purchasing Officer 3
101610	State Purchasing Manager
162580	State Purchasing Assistant Director
126210	State Procurement Deputy Director
101650	State Purchasing Director

**EXHIBIT E: PROPOSED JOBS TO BE ABOLISHED FROM THE PAY PLAN
SINCE THE OCTOBER 4, 2017 PAY HEARING**

JOB CODE	JOB TITLE
163310	Information Technology Geographic Assistant Support Analyst
163360	Information Technology Geographic Manager
163350	Information Technology Geographic Project Supervisor
163330	Information Technology Geographic Senior Support Analyst
163320	Information Technology Geographic Support Analyst
163340	Information Technology Geographic Technical Specialist--DCL
168550	State Contracts and Grants Officer 1
168560	State Contracts and Grants Officer 2
168570	State Contracts and Grants Officer 3
168580	State Contracts and Grants Supervisor
162480	State Contracts and Grants Assistant Administrator

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

EXHIBIT F: RATIFICATION OF JOB SPECIFICATION CHANGES

JOB CODE	JOB TITLE
115530	Parks District Manager
154920	State Treasury Debt Analyst 1
154930	State Treasury Debt Analyst 2
154940	State Treasury Debt Analyst 3
154950	State Treasury Debt Assistant Director
154960	State Treasury Debt Officer