

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

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August 10, 2010

General Circular No. 1812

To: Heads of State Agencies and Human Resource Directors

Subject: Announcement of September 15, 2010 Pay Hearing

Issue Date: August 10, 2010

The State Civil Service Commission will hold a public hearing on Wednesday, September 15, 2010 to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9:00 a.m. and will be held in the auditorium 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, B, C, D AND E BELOW HAVE BEEN GIVEN INTERIM APPROVAL BY THE CIVIL SERVICE DIRECTOR AND ARE CURRENTLY IN EFFECT:

EXHIBIT A: Jobs Added to the Pay Plan Since the April 7, 2009 Pay Hearing
See Attached.

EXHIBIT B: Job Title Changes to the Pay Plan Since the April 7, 2009 Pay Hearing
See Attached.

EXHIBIT C: Jobs Abolished from the Pay Plan Since the April 7, 2009 Pay Hearing
See Attached.

EXHIBIT D: Job Pay Grade Changes to the Pay Plan Since the April 7, 2009 Pay
Hearing
See Attached.

EXHIBIT E: Job Minimum Qualification Changes Since the April 7, 2009 Pay Hearing
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. 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 the Department of Civil Service of such intentions in advance of the meeting. Please direct your comments to Gavin Coldwell (Gavin.Coldwell@la.gov) or Glenn Balentine (Glenn.Balentine@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/Shannon S. Templet
Director

**EXHIBIT A: JOBS ADDED TO THE PAY PLAN SINCE THE
APRIL 7, 2009 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
172230	Coastal Resources Scientist 4	TS	312
172060	Compliance Investigator 4-A	AS	618
172380	Criminal Investigator 3	PS	115
172390	Criminal Investigator 4	PS	116
172090	Family Support Program Manager A	SS	418
172100	Family Support Program Manager B	SS	420
172080	Family Support Program Director	SS	422
172070	Family Support Program Executive Director	AS	624
172200	Election Program Specialist C	AS	615
172210	Election Technician C	WS	214
172270	Facility Assistant Maintenance Manager A	WS	217
172280	Facility Assistant Maintenance Manager B	WS	218
172290	Facility Assistant Maintenance Manager C	WS	220
172240	Facility Maintenance Manager A	WS	219
172250	Facility Maintenance Manager B	WS	220
172260	Facility Maintenance Manager C	WS	222
172310	Juvenile Justice Specialist 5	PS	112
172320	Juvenile Justice Specialist 6	PS	113
172410	Laboratory Technical Assistant Supervisor	MS	507
172400	Laboratory Technical Assistant 3	MS	506
172440	Laboratory Technician Manager	MS	512
172430	Laboratory Technician Supervisor	MS	511
172420	Laboratory Technician 3	MS	510
172300	Maintenance Superintendent	WS	217
172110	Workforce Development Specialist 1	AS	611
172120	Workforce Development Specialist 2	AS	612
172130	Workforce Development Specialist 3	AS	614
172140	Workforce Development Specialist 4	AS	615
172150	Workforce Development Specialist 5	AS	617
172160	Workforce Development Specialist 6	AS	617
172220	Workforce Development Specialist 7	AS	619
172170	Workforce Development Specialist 8	AS	619
172180	Workforce Development Specialist 9	AS	621
172190	Workforce Development Specialist 10	AS	623

**EXHIBIT B: JOBS TITLE CHANGES TO THE PAY PLAN SINCE THE
APRIL 7, 2009 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
159080	Coastal Resources Division Administrator	Coastal Resources Administrator
171040	Compliance Investigator 4	Compliance Investigator 4-B
133230	Election Manager	Election Technician Manager
133500	Election Specialist 1	Election Technician A
133510	Election Specialist 2	Election Technician B
133220	Election Supervisor	Election Technician Supervisor
166720	Elections Programs Specialist 1	Election Program Specialist A
119720	Elections Programs Specialist 2	Election Program Specialist B
152230	Elections Programs Specialist 5	Election Program Supervisor
148040	Elections Programs Specialist 6	Election Program Manager
119740	Elections Programs Specialist 7	Election Program Administrator
161940	Facility Planning and Control Director – Assistant Commissioner	Facility Planning and Control Director
163450	IT Data Base Analyst 3	State Data Resource Officer
166960	State Police Investigator 1	Criminal Investigator 1
133130	State Police Investigator 2	Criminal Investigator 2
169120	Youth Care Worker 1	Juvenile Justice Specialist 1
169130	Youth Care Worker 2	Juvenile Justice Specialist 2
169140	Youth Care Worker 3	Juvenile Justice Specialist 3
169150	Youth Care Worker 4	Juvenile Justice Specialist 4

**EXHIBIT C: JOBS ABOLISHED FROM THE PAY PLAN SINCE THE
APRIL 7, 2009 PAY HEARING**

JOB CODE	JOB TITLE
156960	Administrative Director 2
156910	Administrative Manager 2
156920	Administrative Manager 3
167790	Archives Assistant 1
167800	Archives Assistant 2
119440	Assistant Commissioner of Administration
160620	Attorney – Deputy General Counsel 1
160630	Attorney – Deputy General Counsel 2
160650	Attorney – General Counsel 2

JOB CODE	JOB TITLE
160790	Attorney – General Counsel 3
128580	Biomedical Equipment Technician
128590	Biomedical Equipment Technician Foreman
128570	Biomedical Equipment Technician Leader
170760	Civil Service Administrative Officer
170790	Civil Service Undersecretary
121960	Clerk Chief 1
105160	Client Services Worker
159070	Coastal Resources Division Assistant Administrator
117750	Communicative Disorders Program Director
138680	Community Services Block Grants Director
119170	Community Services Block Grants Specialist
161700	Correction Deputy Warden 1
161660	Correction Warden 1
156610	Correction Asst Warden - Juvenile
161740	Correction Deputy Warden 1 - Juvenile
161650	Correction Deputy Warden 2 - Juvenile
161730	Correction Warden 1 - Juvenile
161640	Correction Warden 2 - Juvenile
148370	Corrections Facility Director of Nursing 1
131250	Corrections Specialist 1
131260	Corrections Specialist 2
116370	Dairy Processing Plant Worker
145300	Dairy Products Specialist 1
116380	Dairy Products Specialist 2
171630	Dental Laboratory Technician 1
171640	Dental Laboratory Technician 2
171650	Dental Laboratory Technician 3
123240	DHHR Executive Management Consultant
143320	DHHR Planning Manager
131730	DHHR Security Coordinator
127240	Director of Volunteer Services
152190	DOTD Telecommunications Manager
151030	DOTD Emergency Services Coordinator
102800	Duplicating Equipment Operator 1
102790	Duplicating Equipment Operator 2
150460	Education Bureau Asst Administrator
120530	Education Recreation Center Manager
162160	Election Cost Distribution Specialist
153160	Election Specialist Leader
119700	Election Assistant Director
162170	Election Cost Distribution Supervisor
119710	Election Director

JOB CODE	JOB TITLE
155210	Elections Asst Director of Registration
161930	Elections Dir of Nat'l Voter Registration
145410	Elections Programs Specialist 3
119730	Elections Programs Specialist 4
152470	Family Support Program Coordinator
150910	Family Support Program Specialist 1
151170	Family Support Program Specialist 2
134230	Farm Worker
154170	Financial Institutions CPA
156060	Financial Institutions Investigator 1
156070	Financial Institutions Investigator 2
125340	Flood Insurance Program Coordinator 1
100880	Foreign Trade Zone Manager
102060	Forms Control Specialist
102040	Forms Management Analyst
102400	Forms Management Program Manager
160350	General Counsel - Retirement
166150	Group Benefits Program Assistant
151190	HANO Director of Maintenance
125610	Health and Human Services Planner Supervisor
125620	Health and Human Services Planner 1
125630	Health and Human Services Planner 2
163890	Health Standards Certification Spec 1
163900	Health Standards Certification Spec 2
168690	Health Standards Certification Supervisor
163970	Health Standards Medical Certificate Manager
119990	Hospital Service Director
134560	Hospital Social Work Manager 2
121000	Hospital/Facility Service Director 1
121010	Hospital/Facility Service Director 2
106010	Housing Assistance Program Manager 1
106200	Housing Authority Project Manager 1
145880	Housing Modernization Coordinator 1
145900	Housing Modernization Coordinator 2
169450	Housing Real Estate Specialist
135390	Human Development Assistant Regional Manager
164420	Human Resources Director 3
164360	Human Resources Manager 1
164370	Human Resources Manager 2
163430	Information Technology Data Base Analyst 1
163440	Information Technology Data Base Analyst 2
163460	Information Technology Data Base Commission Director
129170	Laundry Equipment Repairer

JOB CODE	JOB TITLE
130310	Levee Foreman 1
130320	Levee Foreman 2
130330	Levee Foreman 3
115750	Liquefied Petroleum Gas Inspector
148160	Marine Engineering Supervisor
103230	Marine Operator
103250	Marine Painter 2
103340	Marine Welder 1
103350	Marine Welder 2
101180	Marketing Specialist 1
142860	Marketing Specialist 1 - International
101190	Marketing Specialist 2
101200	Marketing Specialist 3
101220	Marketing Specialist 4
101240	Marketing Supervisor
121190	Mental Health Specialist 1
121150	Mental Health Program Manager
121170	Mental Health Special Services Director 1
134740	MR/DD Social Work Manager 2
120190	Orleans Levee Board Director
129370	Orleans Levee Board Ops and Maintenance Asst Dir
166530	ORS Assistant 1
166540	ORS Assistant 2
168980	Pharmacist 5
151910	Photographer Medical - Senior
160380	Photographer Supervisor
110610	Photographer Medical
151290	Port Marketing Research Analyst
103490	Port Equipment Operator/Maintainer
163770	Port Manager 2
163780	Port Manager 3
120230	Port Terminal Manager 1
103520	Port Terminal Operations Supervisor
160330	Program Compliance Analyst 1
103650	Printing Finishing Specialist 1
149410	Property Control Coordinator 1
149400	Property Control Specialist 3
160240	PSC Utilities Assistant Administrator
115590	Public Health Technician 1
160570	Public Health Technician 2
148750	Public Safety Food Service Manager
162390	Radiation Therapeutic Medical Dosimetrist
159390	Registered Nurse – MCLNO Assistant Section Manager

JOB CODE	JOB TITLE
146680	Registered Nurse – MCLNO Director of Staffing
159380	Registered Nurse – MCLNO Section Manager
118660	Rehabilitative and Therapeutic Services Coordinator 1
118670	Rehabilitative and Therapeutic Services Coordinator 2
118680	Respiratory Care Assistant
118700	Respiratory Care Manager
129680	Roofer Master
120410	Second Injury Board Director
154130	Social Services Program Manager 1
157270	Social Services Program Officer
143660	State Register Director
147320	State Register Editor
148430	Statewide Accounting System Analyst Trainee
148440	Statewide Accounting System Analyst 1
148450	Statewide Accounting System Analyst 2
152930	Statewide Accounting System Analyst 3
140120	Statewide Accounting System Asst Dir
140110	Statewide Accounting System Director
148460	Statewide Accounting System Manager
102480	Surplus Property Warehouse Supervisor 2
156080	Tourism Marketing Director
121680	Training and Development Coordinator
162140	Training and Development Intern
104950	Veterans Assistance Deputy Director
167870	Wildlife & Fisheries Licensing Specialist 1
114720	Women's Service Program Manager
162800	Workforce Development Assistant 1
166650	Workforce Development Assistant 2
162890	Workforce Development Manager 3

**EXHIBIT D: JOB PAY GRADE CHANGES TO THE PAY PLAN SINCE THE
APRIL 7, 2009 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
171010	Compliance Investigator 1	AS	611	AS	612
171020	Compliance Investigator 2	AS	613	AS	614
171030	Compliance Investigator 3	AS	615	AS	616
171040	Compliance Investigator 4-B	AS	617	AS	618
171050	Compliance Investigator 5	AS	619	AS	620
133510	Election Technician B	WS	211	WS	212
133220	Election Technician Supervisor	WS	214	WS	215

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
119720	Election Program Specialist B	AS	612	AS	613
119740	Election Program Administrator	AS	621	AS	622
128810	Equipment Superintendent	WS	217	WS	218
169120	Juvenile Justice Specialist 1	SS	408	PS	105
169130	Juvenile Justice Specialist 2	SS	409	PS	106
169140	Juvenile Justice Specialist 3	SS	410	PS	107
169150	Juvenile Justice Specialist 4	SS	412	PS	110
114900	Seed Germination Analyst Supervisor	TS	305	TS	309
153080	Seed Germination Analyst 1	TS	302	TS	305
114880	Seed Germination Analyst 2	TS	303	TS	306
157620	Seed Germination Analyst 3	TS	304	TS	307
162120	Seed Purity Analyst Supervisor	TS	308	TS	310
114940	Seed Purity Analyst 1	TS	304	TS	307
157630	Seed Purity Analyst 2	TS	306	TS	308

**EXHIBIT E: JOB MINIMUM QUALIFICATION CHANGES IN THE PAY PLAN
SINCE THE APRIL 7, 2009 PAY HEARING**

JOB CODE	JOB TITLE
170390	Auditor--Information Systems 1
170400	Auditor--Information Systems 2
170410	Auditor--Information Systems 3
170420	Auditor--Information Systems 4
165720	Child Welfare Services Assistant
159080	Coastal Resources Div Admin
159070	Coastal Resources Div Asst Admin
159020	Coastal Resources Scientist 1
159030	Coastal Resources Scientist 2
159040	Coastal Resources Scientist 3
159060	Coastal Resources Scientist Mgr
166280	Coastal Resources Scientist Sr-DCL B
168250	Coastal Resources Scientist Staff-DCL A
159050	Coastal Resources Scientist Supervisor
144140	Corrections Cadet
125460	Criminal Justice Deputy Director
153940	Criminal Justice Policy Advisor
125430	Criminal Justice Policy Planner 1
153920	Criminal Justice Policy Planner 2
153930	Criminal Justice Policy Planner 3
125450	Criminal Justice Policy Planner 4
164280	Deputy State Fire Marshal/ Fire & Safety--1

JOB CODE	JOB TITLE
166720	Elections Program Specialist 1
119720	Elections Program Specialist 2
451410	Elections Program Specialist 3
119730	Elections Program Specialist 4
152230	Elections Program Specialist 5
148040	Elections Program Specialist 6
119740	Elections Program Specialist 7
141030	Environmental Impact Manager 1
141750	Environmental Impact Manager 2
141060	Environmental Impact Specialist 1
141050	Environmental Impact Specialist 2
141740	Environmental Impact Specialist 3
167000	Environmental Impact Specialist DCL
162410	General Services Assistant Director-Administrative Services
118050	Laboratory Animal Assistant Technician
118040	Laboratory Animal Care Assistant 2
118020	Laboratory Animal Technician
152330	Laboratory Animal Technologist
117150	Laboratory Technician 1
117160	Laboratory Technician 2
163940	Medical Certification Manager 1
163960	Medical Certification Manager 2
163950	Medical Certification Program Manager
163920	Medical Certification Specialist 2
163930	Medical Certification Supervisor
121190	Mental Health Spec 1
121200	Mental Health Spec 2
100360	Nursing Assistant 1
100400	Nursing Assistant 2
135950	Nursing Unit Aide
144420	Probation & Parole District Manager 1--Juvenile
144610	Probation & Parole District Manager 2--Juvenile
144620	Probation & Parole District Manager 3--Juvenile
165040	Procurement Manager 1 - Exempt
165030	Procurement Manager 1 – Non-exempt
165060	Procurement Manager 2 - Exempt
165050	Procurement Manager 2 – Non-exempt
165080	Procurement Specialist 2
165090	Procurement Specialist 3
165100	Procurement Specialist 4 Exempt
156710	Public Health Epidemiologist
156730	Public Health Epidemiologist Manager
170610	Public Health Epidemiologist Specialist

JOB CODE	JOB TITLE
156720	Public Health Epidemiologist Supervisor
156700	Public Health Epidemiologist Technician 1
166000	Public Health Epidemiologist Technician 2
106750	Social Service Counselor 1
106770	Social Service Counselor 2
168610	Social Service Counselor 3
169930	Social Service Counselor 4-A
168620	Social Service Counselor 4-B
168630	Social Service Counselor 5-B
170290	State Leasing Analyst 2
170300	State Leasing Analyst 3
170310	State Leasing Analyst 4
170320	State Leasing Analyst 5
162580	State Purchasing Assistant Director
101650	State Purchasing Director
101610	State Purchasing Manager
148250	State Purchasing Officer 1
101550	State Purchasing Officer 2
148260	State Purchasing Officer 3
154920	State Treasury Debt Analyst 1
154930	State Treasury Debt Analyst 2
154940	State Treasury Debt Analyst 3
154950	State Treasury Debt Asst Director
154960	State Treasury Debt Officer
104970	Veterans Assistance Regional Manager