

TDD# 1-800-846-5277

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

March 11, 2009

General Circular No. 1758

To: Heads of State Agencies and Human Resource Directors

Subject: Announcement of April 7, 2009 Pay Hearing

Issue Date: March 11, 2009

The State Civil Service Commission will hold a public hearing on Tuesday, April 7, 2009 to consider proposed changes to the Classification and Pay Plan. Please note that the hearing will be on a Tuesday this year instead of the usual Wednesday.

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 2, 2008 Pay Hearing
See Attached.

EXHIBIT B: Job Title Changes to the Pay Plan Since the April 2, 2008 Pay Hearing
See Attached.

EXHIBIT C: Jobs Abolished From the Pay Plan Since the April 2, 2008 Pay Hearing
See Attached.

EXHIBIT D: Job Pay Grade Changes to the Pay Plan Since the April 2, 2008 Pay Hearing
See Attached.

EXHIBIT E: Job Minimum Qualification Changes Since the April 2, 2008 Pay Hearing
See Attached.

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBITS F, G, AND H BELOW HAVE NOT BEEN GIVEN INTERIM APPROVAL BY THE CIVIL SERVICE DIRECTOR. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE CIVIL SERVICE COMMISSION AND APPROVED BY THE GOVERNOR. IF ADOPTED BY THE COMMISSION AND APPROVED BY THE GOVERNOR, THE GOVERNOR WILL SET THE EFFECTIVE DATE.

EXHIBIT F: New Jobs Proposed for Addition to the Pay Plan Since the April 2, 2008 Pay Hearing
See Attached.

3/13/2009

EXHIBIT G: Job Title Changes Proposed for the Pay Plan Since the April 2, 2008 Pay Hearing
See Attached.

EXHIBIT H: Job Pay Grade Changes Proposed for the Pay Plan Since the April 2, 2008 Pay Hearing
See Attached.

EXHIBIT I: Changes to Pay Schedules, Grid, and Implementation Orders
None.

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 31, 2009. 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 Marianne Covington (Marianne.Covington@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.

In accordance with General Circular 1445 of 2001 an allocation processing moratorium goes into effect March 13th. Updates can continue to be processed but all appeals and new positions should be held in abeyance until the moratorium ends when the Governor approves the pay exhibits and establishes an effective date for job titles affected by the hearing. This does not affect promotions or details and you may request emergency establishment of new positions from a member of the Compensation staff. Job specification change only studies (could involve qualification changes) are not affected by the moratorium. Employee appeals received by Compensation division staff on or after March 13th will be held in abeyance. The moratorium applies to job series found in Exhibits G and H.

Sincerely,

s/Anne S. Soileau
Director

**EXHIBIT A: JOBS ADDED TO THE PAY PLAN SINCE THE
APRIL 2, 2008 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
172050	Environmental Scientist 4	TS	312
171730	Group Benefits Administrator	AS	624
171610	Group Benefits Analyst 2	AS	612

**EXHIBIT B: JOBS TITLE CHANGES TO THE PAY PLAN SINCE THE
APRIL 2, 2008 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
145750	Group Benefits Claims Adjuster 1	Group Benefits Adjuster 1
145760	Group Benefits Claims Adjuster 2	Group Benefits Adjuster 2
165340	Group Benefits Claims Services Director	Group Benefits Director
165350	Group Benefits Claims Services Manager	Group Benefits Manager
165380	Group Benefits Specialist Supervisor 1	Group Benefits Supervisor
165390	Group Benefits Specialist Supervisor 2	Group Benefits Assistant Manager
165360	Group Benefits Specialist 1	Group Benefits Analyst 1
165370	Group Benefits Specialist 2	Group Benefits Analyst 3

**EXHIBIT C: JOBS ABOLISHED FROM THE PAY PLAN SINCE THE
APRIL 2, 2008 PAY HEARING**

JOB CODE	JOB TITLE
156950	Administrative Director 1
156990	Administrative Director 5
156900	Administrative Manager 1
156930	Administrative Manager 4
101980	Administrative Secretary
158570	Audit Director
166810	Child Welfare Specialist 7
166820	Child Welfare Specialist 8
131020	Contractor Licensing Compliance Area Supervisor
131030	Contractor Licensing Compliance Director
152070	Corrections Social Services Counselor 1
152080	Corrections Social Services Counselor 2
131550	Dealer Support Technician 1
131560	Dealer Support Technician 2
150090	Environmental Quality Division Administrator 2
116600	Financial Institutions Chief Examiner
150570	Financial Institutions Deputy Chief Examiner
160900	Food Service Worker Supervisor 2
113070	Historic Site Manager 1
113090	Historic Site Manager 2

113110	Historic Site Manager 3
1165800	Historic Site Manager 4
106090	Housing Authority Clerk
164330	Human Resources Analyst 1
151460	Insurance Commissioner Assistant Chief Examiner
165700	Investigator Administrative
121550	Mental Health Center Manager 3
164030	Mental Health Executive Director
123940	Motor Vehicle Commission Investigator 1
124980	Motor Vehicle Commission Investigator 2
132900	Motor Vehicle Field Service Officer
132910	Motor Vehicle Field Service Supervisor
166920	OAD Executive Director
168380	OCDD Executive Director
122350	Office Coordinator 1
115820	Park Manager Trainee
111120	Pharmacist - Clinical
169000	Pharmacist 6-B
103600	Printing Composition Supervisor
103680	Printing Finishing Supervisor
103700	Printing Machinery Repair Specialist
103730	Printing Offset Preparation Supervisor
103770	Printing Press Operation Supervisor
140830	Program Manager 3 - DHHR
111680	Public Health Nurse 5
118510	Radiology Assistant Manager 2
118530	Radiology Manager 2
123410	Real Estate/Appraisal Investigator 1
123420	Real Estate/Appraisal Investigator 2
158920	Real Estate/Appraisal Investigator 3
167310	Real Estate/Appraisal Investigator 4
123390	Real Estate/Appraisal Investigator 5
115710	Recreation Area Manager 1
115720	Recreation Area Manager 2
115280	Recreation Area Manager 3
102030	Secretary 2
106980	Social Services Counselor – Omr/Dd
106980	Social Services Program Coordinator Mental Health
152390	Special Investigator
133080	State Police Communications Specialist 1
133090	State Police Communications Specialist 2
133100	State Police Communications Supervisor 1
133110	State Police Communications Supervisor 2
133120	State Police Communications Supervisor 3
153950	Typist Clerk 3
149640	University Administrative Specialist 1
149650	University Administrative Specialist 2
149660	University Administrative Specialist 3
121900	University Admissions/Records Technician
149930	Wildlife And Fisheries Communications Officer 1
149940	Wildlife And Fisheries Communications Officer 2
149950	Wildlife And Fisheries Communications Supervisor

EXHIBIT D: JOB PAY GRADE CHANGES TO THE PAY PLAN SINCE THE APRIL 2, 2008 PAY HEARING

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
170680	Administrative Program Manager 1	A	613	A	614
145750	Group Benefits Claims Adjuster 1	A	608	A	609
145760	Group Benefits Claims Adjuster 2	A	609	A	610
165340	Group Benefits Claims Services Director	A	621	A	622
165350	Group Benefits Claims Services Manager	A	619	A	620
165380	Group Benefits Specialist Supervisor 1	A	615	A	616
165390	Group Benefits Specialist Supervisor 2	A	616	A	618
165370	Group Benefits Specialist 2	A	612	A	614

EXHIBIT E: JOB MINIMUM QUALIFICATION CHANGES IN THE PAY PLAN SINCE THE APRIL 2, 2008 PAY HEARING

JOB CODE	JOB TITLE
139350	Accountant 2
139370	Accountant 3
171400	Accountant 4
159750	Accountant Administrator 1
159760	Accountant Administrator 2
159770	Accountant Administrator 3
159780	Accountant Administrator 4
159790	Accountant Administrator 5
159710	Accountant Manager 1
159720	Accountant Manager 2
159730	Accountant Manager 3
159740	Accountant Manager 4
159600	Accounting Supervisor 1
159610	Accounting Supervisor 2
139790	Budget Administrator 1
150880	Budget Administrator 2
165690	Budget Administrator 3
166790	Child Welfare Specialist 5-A
159080	Coastal Resources Division Administrator
159070	Coastal Resources Division Assistant Administrator
168280	Coastal Resources Scientist Senior-DCL B
166250	Coastal Resources Scientist Staff-DCL A
159020	Coastal Resources Scientist 1
159030	Coastal Resources Scientist 2
159040	Coastal Resources Scientist 3
159060	Coastal Resources Scientist Manager
159050	Coastal Resources Scientist Supervisor
139830	Community Development Assistant Director
148570	Community Development Director
156420	Community Development Policy and Program Coordinator
125290	Community Development Program Manager
161090	Community Development Program Specialist 2
161080	Community Development Program Specialist 3
142210	Deputy State Fire Marshal 1 – Arson

169030	Deputy State Fire Marshal 1 – Mechanical
142030	Deputy State Fire Marshal 2 – Arson
169040	Deputy State Fire Marshal 2 – Mechanical
167330	Deputy State Fire Marshal 3 – Arson
169050	Deputy State Fire Marshal 3 – Mechanical
169060	Deputy State Fire Marshal 4 – Mechanical
164060	Deputy State Fire Marshal Assistant Supervisor – Fire and Safety
142140	Deputy State Fire Marshal Chief – Arson
164320	Deputy State Fire Marshal Manager – Fire and Safety/Arson
169080	Deputy State Fire Marshal Manager - Mechanical
142170	Deputy State Fire Marshal Supervisor – Arson
164310	Deputy State Fire Marshal Supervisor – Fire and Safety
169070	Deputy State Fire Marshal Supervisor – Mechanical
164280	Deputy State Fire Marshal/Fire and Safety – 1
164290	Deputy State Fire Marshal/Fire and Safety – 2
164300	Deputy State Fire Marshal/Fire and Safety – 3
164800	Deputy State Fire Marshal – Special Projects/Research
167550	Economist 2
167560	Economist 3
168310	Economist 4-A
1626040	Economist 5
123610	Economist 6
167570	Economist 4-B
165520	Engineer 5
165480	Engineer 5 DCL
165500	Engineer 5 – DOTD
165530	Engineer 6
165490	Engineer 6 DCL
165540	Engineer 6 Staff
165510	Engineer 6 – DOTD
109340	Engineer 7
165450	Engineer 7 – DOTD
109100	Engineer 8
165460	Engineer 8 – DOTD
171280	Engineer 9
165470	Engineer 9 – DOTD
163730	Environmental Division Administrator
164890	Environmental Scientist Manager
169840	Facility Project Planner 1
169850	Facility Project Planner 2
169860	Facility Project Planner 3
169870	Facility Project Planner 4
169880	Facility Project Planner 5-A
170000	Facility Project Planner 5-B
116090	Forestry Branch Assistant Chief
116100	Forestry Branch Chief
134380	Geologist 2
134390	Geologist 3
134340	Geologist Administrator
134350	Geologist Assistant Administrator
134360	Geologist Supervisor
157960	Health Information Inpatient Coder
157330	Hospital Admissions Technician 5
171580	Laboratory Information Systems Coordinator
171590	Laboratory Information Systems Liaison

171600	Laboratory Information Systems Specialist
117220	Medical Laboratory Director – MCLNO
117230	Medical Laboratory Manager 1
117240	Medical Laboratory Manager 2
117250	Medical Laboratory Manager 3
171680	Medical Laboratory Program Manager
117260	Medical Laboratory Technologist 1
117270	Medical Laboratory Technologist 2
117280	Medical Laboratory Technologist 3
117310	Medical Laboratory Technologist Section Director
117290	Medical Laboratory Technologist Supervisor
169200	Medicaid Program Manager 1-A
169210	Medicaid Program Manager 1-B
169220	Medicaid Program Manager 2
169230	Medicaid Program Manager 3
169190	Medicaid Program Manager 4
169240	Medicaid Program Monitor
169270	Medicaid Program Supervisor
117320	Medical Sonographer Applicant
165740	OAD Assistant Regional Administrator
120600	OAD Clinic Director
120590	OAD Clinic Manager
120610	OAD Inpatient Facility Manager
157150	OAD Regional Manager
156180	Petroleum Analyst
156150	Petroleum Analyst Advanced
156140	Petroleum Analyst Manager
167460	Petroleum Analyst Supervisor
120200	Port Administrative Director
155290	Prison Enterprises Assistant Supervisor
155320	Prison Enterprises Supervisor
170460	Prison Enterprises Truck Driver
168130	Professional Counselor 1
168140	Professional Counselor 2
168150	Professional Counselor 3
168160	Professional Counselor 4
169280	Program Manager 1-A – DHH
169290	Program Manager 1-B – DHH
169300	Program Manager 2 – DHH
169310	Program Manager 3 – DHH
169790	Program Manager 4 – DHH
169320	Program Monitor Supervisor – DHH
169330	Program Monitor – DHH
123450	Registered Dietitian Applicant
150990	Research Director/Tourism
118730	Respiratory Care Therapist 1 - Certified
118750	Respiratory Care Therapist 1 – Registered
118740	Respiratory Care Therapist 2 – Certified
118760	Respiratory Care Therapist 2 – Registered
118710	Respiratory Care Therapist Supervisor – Certified
118770	Respiratory Care Therapist Supervisor – Registered
113930	State Audit Assistant Director
113940	State Audit Director
113950	State Audit Manager
113960	State Auditor 1

113970	State Auditor 2
113980	State Auditor 3
148520	State Auditor-in-Training
170350	State Fiscal Analyst 2
170360	State Fiscal Analyst 3
170370	State Fiscal Analyst 4
170380	State Fiscal Analyst 5
144040	State Loss Prevention Officer 1
144050	State Loss Prevention Officer 2
143940	State Loss Prevention Officer Manager
144060	State Loss Prevention Officer Supervisor
167580	State Risk Adjuster 1
167590	State Risk Adjuster 2
167600	State Risk Adjuster 3
167610	State Risk Adjuster 4
167620	State Risk Adjuster 5
167630	State Risk Adjuster 6
167640	State Risk Administrator
142940	State Risk Underwriter 1
142950	State Risk Underwriter 2
142960	State Risk Underwriter 3
142980	State Risk Underwriter Manager
142970	State Risk Underwriter Supervisor
140430	State Treasury Fiscal Analyst 2
140420	State Treasury Fiscal Analyst 3
140400	State Treasury Fiscal Manager
140380	State Treasury Fiscal Officer
140410	State Treasury Fiscal Unit Supervisor
148490	State Uniform Payroll Analyst 2
148480	State Uniform Payroll Analyst 3
140410	State Uniform Payroll Assistant Director
161840	State Uniform Payroll Coordinator
140130	State Uniform Payroll Director
148470	State Uniform Payroll Manager
104960	Veterans Assistance Paralegal Counselor

**EXHIBIT F: NEW JOBS PROPOSED FOR ADDITION TO THE PAY PLAN SINCE THE APRIL 2,
2008 PAY HEARING**

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
171740	Commercial Assistant Administrator	A	620
172020	Marine Operator 1	W	214
172030	Marine Operator 2	W	215
172040	Marine Operator 3	W	217
171970	Port Manager A	A	615
171980	Port Manager B	A	617
172010	Port Permits Manager	A	618
171840	Professional Counselor 5	S	416
171850	Professional Counselor 6	S	418
171860	Professional Counselor 7	S	419
171870	Project Analyst 1	T	310
171880	Project Analyst 2	T	311
171890	Project Manager	T	313

171830	RN Compliance Officer	M	521
171750	State Accounting System Assistant Director	A	624
171760	State Accounting System Consultant 1	A	614
171770	State Accounting System Consultant 2	A	616
171780	State Accounting System Consultant 3	A	618
171790	State Accounting System Consultant 4	A	619
171800	State Accounting System Director	A	626
171810	State Accounting System Manager	A	621
171820	State Accounting System Supervisor	A	620

**EXHIBIT G: JOB TITLE CHANGES PROPOSED FOR THE PAY PLAN SINCE THE APRIL 2,
2008 PAY HEARING**

JOB CODE	FROM JOB TITLE	TO JOB TITLE
160770	Biologist Division Administrator	Biologist Adminstrator
167470	Biologist A- DCL	Biologist DCL-A
167480	Biologist B-DCL	Biologist DCL-B
160760	Biologist Assistant Division Administrator	Biologist Director
165300	Commercial Compliance Specialist 1	Commercial Specialist 1
165310	Commercial Compliance Specialist 2	Commercial Specialist 2
166410	Commercial Compliance Specialist 3	Commercial Specialist 3
152560	Commercial Compliance Supervisor	Commercial Supervisor
102710	Dredge Captain	Marine Dredge Captain
102950	Marine Chief Engineer 2	Marine Chief Engineer
146200	Marine Engineer 3	Marine Engineer 2
157820	Insurance Compliance Examiner Specialist Manager	Insurance Manager
157780	Insurance Compliance Examiner Specialist 1	Insurance Specialist 1
157790	Insurance Compliance Examiner Specialist 2	Insurance Specialist 2
157800	Insurance Compliance Examiner Specialist 3	Insurance Specialist 3
157810	Insurance Compliance Examiner Specialist Supervisor	Insurance Supervisor
157760	Insurance Compliance Technician 1	Insurance Technician 1
157770	Insurance Compliance Technician 2	Insurance Technician 2
163940	Medical Certification Regional Manager	Medical Certification Manager 1
163960	Medical Certification Program Manager 2	Medical Certification Manager 2
163950	Medical Certification Program Manager 1	Medical Certification Program Manager
163770	Port Manager 2	Port Manager C
163780	Port Manager 3	Port Manager D
154860	PSC Utilities Administrator	Utilities Administrator
160250	PSC Specialist Supervisor	Utilities Specialist Supervisor
160280	PSC Specialist 1	Utilities Specialist 1
160270	PSC Specialist 2	Utilities Specialist 2
160260	PSC Specialist 3	Utilities Specialist 3

167880	Wildlife and Fisheries Licensing Specialist 2	Wildlife and Fisheries Licensing Supervisor
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**EXHIBIT H: JOB PAY GRADE CHANGES PROPOSED FOR THE PAY PLAN SINCE THE
APRIL 2, 2008 PAY HEARING**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
167480	Biologist DCL-B	T	315	T	316
160750	Biologist Program Manager	T	315	T	316
157820	Insurance Manager	A	618	A	619
157810	Insurance Supervisor	A	616	A	617
157760	Insurance Technician 1	A	608	A	609
157770	Insurance Technician 2	A	609	A	610
102710	Marine Dredge Captain	W	217	W	219
160250	Utilities Specialist Supervisor	A	618	A	619
163940	Medical Certification Manager 1	M	521	M	522
163930	Medical Certification Supervisor	M	520	M	521
160280	Utilities Specialist 1	A	613	A	614
160270	Utilities Specialist 2	A	614	A	615
160260	Utilities Specialist 3	A	616	A	617
161230	Tax Commission Administrator	A	622	A	624
160010	Tax Commission Assistant Director	A	619	A	620
160020	Tax Commission Director	A	620	A	622
159980	Tax Commission Specialist 1	A	612	A	613
159990	Tax Commission Specialist 2	A	614	A	615
169360	Tax Commission Specialist 3	A	615	A	616
160000	Tax Commission Supervisor	A	617	A	618
161880	Training and Development Program Manager	A	616	A	617
161890	Training and Development Program Staff Manager 1	A	618	A	619
161850	Training and Development Specialist 1	A	611	A	612
161860	Training and Development Specialist 2	A	612	A	613
161870	Training and Development Specialist 3	A	614	A	615
167810	Wildlife and Fisheries Licensing Analyst 1	A	608	A	609