

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

February 1, 2010

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General Circular No. 1795

To: Heads of State Agencies and Human Resource Directors

Subject: Procedure for Abolishing Targeted Jobs

Issue Date: February 1, 2010

In today's climate of greater efficiency and streamlining in state government, the Department of State Civil Service (DSCS) has reviewed its classification system and has begun to take steps to ensure that system is operating in the most efficient and effective manner possible.

Recent organizational initiatives in both the private and public sectors to reengineer classification systems and provide greater management flexibility suggest it is possible to achieve a desirable degree of management flexibility while maintaining adequate levels of accountability. The general trend among both public and private organizations is toward simplifying classification systems as a part of the ultimate goal of increasing organizational productivity. Not without significance in this current climate is the fact a reduction in job titles can be accomplished without the requirement of additional funding.

DSCS is working toward implementing steps and methods to reform the classification system. In keeping with these recent efforts to produce a more efficient and flexible classification system, the Compensation Division has targeted several jobs deemed eligible for immediate abolishment. Job title reduction is necessary and will benefit the classification system, DSCS, and agency users. A reduction in job titles means a reduction in administrative overhead. Fewer, generic, more flexible job titles allow for enhanced workforce development and greater ability to reorganize and implement strategic planning initiatives.

The following can be found in House Concurrent Resolution 6 (HCR 6) filed by the Louisiana Legislature in June of 2009: "THEREFORE, BE IT RESOLVED that the Legislature of Louisiana does hereby request the Department of State Civil Service to develop and the State Civil Service Commission to adopt the following changes to civil service rules: ... (2) Revise the classification system to limit the number of pay bands to thirty five or fewer and to reduce the number of job classifications to seven hundred or fewer to provide for flexibility in

organizational restructuring and reduce the need to reclassify positions due to work assignment and organizational changes and to provide managers with flexibility to move employees within pay bands.”

An outcome of the recent meetings held by the Commission on Streamlining Government was a recommendation that the Department of State Civil Service reduce the number of job titles in state government.

DSCS has begun research into these initiatives and recommendations for reforms which will increase the simplicity of the classification and compensation system, increase the flexibility within which agencies manage, and maintain a proper degree of administrative accountability.

As step one of this process, the jobs listed below have been carefully analyzed and selected for abolishment based on several factors including, but not limited to: low incumbent counts, outdated nature or function of work, and the ability to be absorbed by generic job titles with higher incumbent counts. We hope to achieve this job title reduction by employing three methods listed below:

- ***Eliminating Unused Titles:*** Unpopulated titles have been identified and targeted when it was shown that agencies will not need the titles.
- ***Identifying Sparsely Populated Titles:*** There are many underutilized job titles in Louisiana state government. These titles are most often endemic to a single agency, set up in response to unique needs. The functions of endemic jobs are often similar to functions performed in other agencies; therefore, these and other sparsely populated titles have been reviewed for possible consolidation.
- ***Combining or Consolidating Titles:*** There is a fine distinction between combining titles and consolidating titles. Combining titles involves merging similar titles from different agencies into a new title; consolidating titles involves not only this approach, but includes collapsing a series of job titles into one title.

Any incumbents in the listed job titles targeted for abolishment will be job corrected (with no impact on pay rate) to an appropriate job title as identified by a compensation consultant.

<u>Job Code</u>	<u>Job Title</u>
168260	ADULT PROT SPEC 1
155370	ARBORIST
167800	ARCHIVES ASST 2
119440	AST COMMISSIONER/ADMIN
109650	BEHAVIOR SHAPING SPEC
109660	BEHAVIOR SHAPING SUPV
128660	BIOMED EQUIP TECH APPRENT
128590	BIOMED EQUIP TECH FOREMAN
128570	BIOMED EQUIP TECH LEADER
128580	BIOMED EQUIP TECHNICIAN
136800	BIostatistician
166840	CHILD WELFARE COUNS ADOPT
165710	CHILD WELFARE SVCS AST TR
105160	CLIENT SERVICES WORKER
138680	COMMUN SVCS BLK GRNTS DIR
119170	COMMUN SVCS BLK GRNTS SPE
117750	COMMUNICATIVE DIS PRO DIR
158640	COMPLIANCE PROG DIR
158590	COMPLIANCE PROG SPEC 1
158600	COMPLIANCE PROG SPEC 2
158610	COMPLIANCE PROG SPEC 3
158620	COMPLIANCE PROG SPEC 4
161700	CORR DEPUTY WARDEN 1
161660	CORR WARDEN 1
110880	CORRS REG NURSE 2
131250	CORRS SPECIALIST 1
131260	CORRS SPECIALIST 2
170150	CORRS TRANSITION SPEC
170790	CS UNDERSEC
113150	CULTURAL PROGRAM COORD
113160	CURATOR 1
113180	CURATOR 2
113530	CURATOR 3
116370	DAIRY PROC PLANT WORKER
145300	DAIRY PRODUCTS SPEC 1
116380	DAIRY PRODUCTS SPEC 2
171630	DENTAL LAB TECH 1
171640	DENTAL LAB TECH 2
171650	DENTAL LAB TECH 3
113920	DEPUTY COMMISS/SECURITIES
125470	DEVELOPMENTALIST
143320	DHHR PLANNING MANAGER
131730	DHHR SECURITY COORDINATOR
141930	DIR/MEDICAL SUPPLIES
127240	DIR/VOLUNTEER SERVICES
157450	DIS DETERM AREA MGR
157460	DIS DETERM ASST AREA MGR
162790	DOTD DEP ENG ADMIN
151030	DOTD EMERG SVCS COORD
138550	DOTD INTERM TRA SAF CO OF
121590	DOTD LOSS PREVENT DIR
151040	DOTD MANAGEMENT CONSULT
158580	DOTD TELECOMM DIR
152190	DOTD TELECOMM MGR

<u>Job Code</u>	<u>Job Title</u>
102800	DUP EQUIP OPERATOR 1
102790	DUP EQUIP OPERATOR 2
120530	EDUC RECREATION CTR MGR
162160	ELECTION COST DIST SPEC
143280	ENV CONSULTANT
149670	EXEC DIR/LA COMM FOR DEAF
152470	FAM SUP PROG COOR
170810	FAM SUP PROG DIR
150910	FAM SUP PROG SPEC 1
134230	FARM WORKER
154170	FIN INST CPA
148770	FIRE SAFETY MAINT MECH
125340	FLOOD INSUR PROG COORD 1
125350	FLOOD INSUR PROG COORD 2
125360	FLOOD INSUR PROG MGR
124500	FOOD DISTR PROG ADM
164610	FOOD DISTR PROG ASST ADM
124470	FOOD DISTR PROGRAM MGR
100880	FOREIGN TRADE ZONE MGR
155880	FORENSIC COMM SVCS DIR
116070	FOREST DISPATCHER
102060	FORMS CONTROL SPEC
102040	FORMS MGMT ANALYST
102400	FORMS MGMT PROGRAM MGR
162410	GEN SVC ASST DIR-ADM SVCS
162400	GEN SVCS DIR
125570	HABILITATION AIDE
157910	HEALTH INFO DIR 1/AC
157950	HEALTH INFO INPATIENT COD
106370	HEALTH SVCS ACCOUNTS SPEC
106350	HEALTH SVCS ACCOUNTS SUPV
160670	HIGHWAY SIGN/PAV MARK SUP
106450	HOSP HOUSEK ASST DIR/CHNO
106200	HOUS AUTH PROJECT MGR 1
169450	HOUS REAL ESTATE SPEC
106480	HOUSEKEEPER SUPERVISOR
135390	HUM DEV ASST REG MGR
129050	INSULATOR
129060	INSULATOR MASTER
163600	IT INTERN
118030	LAB ANIMAL CARE ASST 1
118040	LAB ANIMAL CARE ASST 2
118020	LAB ANIMAL TECH
152330	LAB ANIMAL TECHNOL
153280	LAB STOCKROOM COORD
117160	LAB TECH 2
125810	LABOR MGMT PROJECTS CONS
102900	LAUNDRY EQUIP MASTER MECH
129170	LAUNDRY EQUIP REPAIRER
129180	LEV BRD OPERATIONS SUPT
165260	LICENSING ASSISTANT
115750	LIQUEFIED PETRO GAS INSP
167230	LONG TRM CR HOS ADM
167240	LONG TRM CR HOS ASC ADM

<u>Job Code</u>	<u>Job Title</u>	<u>Job Code</u>	<u>Job Title</u>
129290	MAINTENANCE REP FORE	143060	REHAB AIDE
156280	MANAGEMENT INTERN	134980	REHAB SPECIALIST 1
164240	MANUFACTURED HOU INVES 1	118660	REHAB/THERAPEU SVC COOR 1
172020	MARINE OPERATOR 1	118670	REHAB/THERAPEU SVC COOR 2
172030	MARINE OPERATOR 2	146790	RES FARM MAINT MGR
172040	MARINE OPERATOR 3	118680	RESPIR CARE ASSISTANT
103340	MARINE WELDER 1	112230	RN 1/STUDENT HEALTH
103350	MARINE WELDER 2	112250	RN 2/STUDENT HEALTH
121190	MH SPECIALIST 1	111850	RN/MCLNO ASSOC NURS ADM
134730	MR/DD SOCIAL WORK MGR 1	111840	RN/MCLNO ASST NURS ADM
148700	MUSEUM DIR/BRANCH	159390	RN/MCLNO ASST SECT MGR
163660	OCDD QUAL CONT SPEC 2	112340	RN/MCLNO DIR NURS STAF ED
154850	OCDD QUAL CONTROL SPEC 1	146680	RN/MCLNO DIR STAFFING
129400	OPERATING ENGINEER FORE 1	112460	RN/MCLNO INSERVICE INSTR
129390	ORL LEV BD OPER/MAIN COOR	159380	RN/MCLNO SECTION MGR
166530	ORS ASST 1	152710	RN/NURS DIR/PDC
166540	ORS ASST 2	112120	RN/OMRDD FAC NUR ASST DIR
148650	OSHA CONSULT SAFE/HLTH SU	112140	RN/OMRDD FAC NURSING DIR
147870	OSHA INDUS HTH HYG CONS	112180	RN/SUPV STUDENT HEALTH
148180	OSHA INDUS HTH/HYG CON TR	129670	ROOFER
147860	OSHA OCCUPATION SAF CONS	129680	ROOFER MASTER
148680	OSHA SAFETY CONS TRAINEE	130370	SCIENTIFIC INSTRUM TECH
122370	PARKING LOT ATTENDANT	120410	SECOND INJURY BRD DIR
115400	PARKS BLDGS/GRNDS ATTEND	106740	SOC SVCS COUNS AST/OPRADA
133010	PEST CONTROL SPECIALIST	154130	SOC SVCS PROGRAM MGR 1
160380	PHOTOGRAPHER SUPERVISOR	170290	ST LEASING ANLY 1
110610	PHOTOGRAPHER/MEDICAL	114990	ST PARKS LAND OFFICER
151910	PHOTOGRAPHER/MEDICAL/SR	143660	ST REGISTER DIRECTOR
169650	POLICE OFFICER 1	147320	ST REGISTER EDITOR
169660	POLICE OFFICER 1-A	102190	STORE MANAGER
169670	POLICE OFFICER 2	102210	STORE OPERATOR
169680	POLICE OFFICER 2-A	109940	STUDENT RESID HOUSEPARENT
101260	PORT INDUST DEV PROG MGR	109930	STUDENT RESIDENCE DIR
148270	PORT INTERN PROTOCOL OFF	102480	SURP PROP WAREHSE SUPV 2
151290	PORT MARKET RESEARCH ANAL	161990	THER RECR SPEC 1
154700	PORT PHOTOJOURNALIST	153270	THER RECR SPEC 2
165070	PROCUREMENT SPEC 1	161980	THERAPY AIDE
160330	PROG COMPL ANAL 1	162140	TRAINING AND DEVEL INTERN
160340	PROG COMPL ANAL 2	100550	TREE SPECIALIST
120240	PROGRAM DIRECTOR/HEAL	110770	UNIV EDITOR
150220	PUB HTH EXECUTIVE DIRECT	132930	UTILITIES TRANS ADMIN
169340	PUB HTH FACILITY MGR	132920	UTILITIES TRANS ASST ADMIN
163790	PUB HTH NUT EDUCATOR	147260	VEH FLEET SUPERVISOR
115590	PUB HTH TECH 1	104950	VETERANS ASSN DEPUTY DIR
160570	PUB HTH TECH 2	127800	VOLUNTEER COORDINATOR 1
148750	PUBLIC SAF FOOD SVC MGR	127790	VOLUNTEER COORDINATOR 2
165110	PURCHASING TECH 1	114720	WOM SVCS PROG MGR
165120	PURCHASING TECH 2	162800	WORK DEV ASST 1
162390	RADIATION THER MED DOSIM	166650	WORK DEV ASST 2
118550	RADIOL TECHNOL ASST	164720	WRK COMP SAFE/HEALTH DIR
129700	RAILROAD TRACK SUPT	133530	WRK COMP SAFETY SUPV
122490	RECORDS MGT OFF/STATEWIDE	133520	WRK COMP SAFETY/HLTH MGR
109760	RECREATION AIDE	152440	WRKS COMP SAFETY SPEC
138700	REGIST DIET/CHF ADM/CHNO		

Please submit all SF-3s for positions currently allocated to these titles in your agency within 30 days of receipt of this circular. If you know of any other job titles in your agency suitable for abolishment, please let us know. The Department of Civil Service looks forward to partnering with you as we strive to meet our goals.

Should you have any questions regarding this matter, if you are not able to submit position descriptions within thirty days, or have justification as to why any of these jobs should not be abolished please contact Chris Deer chris.deer@la.gov (225-219-0139) or Glenn Balentine glenn.balentine@la.gov (225-342-8083) of the Compensation division.

Your assistance in this matter is greatly appreciated,

Sincerely,

s/Shannon S. Templet
Director