



## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
THURSDAY, MARCH 7, 2024  
9:00 A.M.

BYRON P. DECOTEAU, JR.  
DIRECTOR

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LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:09 a.m. on Thursday, March 7, 2024. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candace Carter, Craig Netterville, and Jo Ann Nixon. Commissioners John McLure and Codi Neyland were absent.

- Opportunity for Public Comment (No Attachment)  
No requests received from the public to address the commission.
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On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) Consideration of the **Minutes** of the Commission meeting held January 10, 2024. **The Commission unanimously approved the minutes as written.**
- 2) Request of **State Civil Service** to ratify the Director's interim approval for authority under provisions of State Civil Service Rule 4.1(d)1, for an additional 88 hours to be worked within the 12-month appointment period for one (1) incumbent, Chandler Hegwood, at the Department of Treasury, effective February 7, 2024. **The Commission unanimously ratified the Director's interim approval.**
- 3) Request of the **Department of Treasury** for authority under the provisions of State Civil Service Rule 4.1(d)1, to allow one (1) incumbent, Chandler Hegwood, appointed to a 4.1(d)1 Program Manager position to work up to 2,080 hours in a 12-month appointment period and to allow the reappointment of the incumbent who previously exceeded the 1,245 hours in a 12-month appointment period, effective February 7, 2024. **The Commission unanimously granted the request.**
- 4) Request of the **Department of Transportation and Development** to exempt from the classified service one (1) Planner position, in accordance with State Civil Service Rule 4.1(d)2, effective March 7, 2024 through February 3, 2025. **The Commission unanimously granted the request.**
- 5) Request of the **Department of Transportation and Development** to extend authority to exempt from the classified service one (1) Special Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028. **The Commission unanimously granted the request.**

- 6) Request of the **Department of Transportation and Development** to exempt from the classified service one (1) Special Projects Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective March 7, 2024 through March 6, 2028. **The Commission unanimously granted the request.**
- 7) Request of the **Department of Transportation and Development** to extend authority to exempt from the classified service one (1) Special Projects Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028. **The Commission unanimously granted the request.**
- 8) Request of the **Department of Treasury** to extend authority to exempt from the classified service one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective April 4, 2024 through April 3, 2028. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Department of Agriculture and Forestry** to extend authority to exempt from the classified service, one (1) Deputy Chief of Staff position, in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2024 through March 3, 2028. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Health, Medical Vendor Administration** to extend authority to exempt from the classified service one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2024 through March 3, 2028. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Health, Medical Vendor Administration**, to extend authority to exempt from the classified service one (1) Special Projects Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2024 through March 3, 2028. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Health, Office for Citizens with Developmental Disabilities-Pinecrest Supports and Services Center**, to exempt from the classified service one (1) Behavior Therapist position, in accordance with State Civil Service Rule 4.1(d)2, effective March 7, 2024 through March 6, 2028. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana Department of Veterans Affairs** to exempt from the classified service, one Director of Medical Services position, in accordance with State Civil Service Rule 4.1(d)2, effective February 7, 2024 through February 6, 2028. **The Commission unanimously granted the request.**
- 14) Request of the **Louisiana Educational Television Authority/Louisiana Public Broadcasting** to extend authority to exempt from the classified service, three Mass Communication Specialist positions, one (1) Deputy Director, and one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective January 8, 2024 through January 7, 2028. **The Commission unanimously granted the request.**
- 15) Request of the **Louisiana Public Defender Board** to extend authority to exempt from the classified service, two (2) Compliance Officer positions, in accordance with State Civil Service Rule 4.1(d)2, effective February 3, 2024 through February 2, 2028. **The Commission unanimously granted the request.**
- 16) Request of **Louisiana Secretary of State, Department of State**, to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective March 7, 2024 through March 6, 2028. **The Commission unanimously granted the request.**
- 17) Request of **Louisiana State Board of Nursing** to exempt from the classified service one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective March 7, 2024 through March 6, 2028. **The Commission unanimously granted the request.**

- 18) Request of the **Port of New Orleans** to exempt from the classified service one (1) Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective March 7, 2024 through January 31, 2025. **The Commission unanimously granted the request.**
- 19) Request of the **Southeast Louisiana Flood Protection Authority-East** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 7, 2024. **The Commission unanimously granted the request.**
- 20) Request of the **University of Louisiana at Lafayette** to establish a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective February 7, 2024. **The Commission unanimously granted the request.**
- 21) Request of the **Pontchartrain Levee District**, in accordance with State Civil Service Rule 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 1, 2024 through December 31, 2024. **The Commission unanimously granted the request.**
- 22) Request of **Louisiana State University, Health Sciences Center-New Orleans** to establish a Special Entrance Rate policy for the Dental Assistant 1 job title in accordance with State Civil Service Rule 6.5(b), effective March 7, 2024. **The Commission unanimously granted the request.**
- 23) Request of the **South Central Louisiana Human Services Authority** to amend its Premium Pay policy for various job titles in accordance with State Civil Service Rule 6.16(a), effective March 7, 2024. **The Commission unanimously granted the request.**
- 24) Compliance Audit Quarterly Report Presentation
  - Louisiana Housing Corporation
  - Capital Area Human Services District
  - Central Louisiana Human Services District
  - McNeese State University
  - University of Louisiana-Lafayette
  - University of Louisiana-Monroe
  - Louisiana State Licensing Board for Contractors
  - University of New Orleans
  - Southeastern Louisiana University
  - Sabine River Authority
  - Acadiana Area Human Services District

**Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission.**
- 25) Request of **State Civil Service** to ratify the Director's authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b). **The Commission unanimously ratified the Director's approval of six Special Entrance Rates between the period of December 23, 2023 through February 22, 2024.**
- 26) Report on State Civil Service Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, approved under the Director's delegated authority. **Director Decoteau provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director's delegated authority.**
- Director's Report
  - **The [SCS Hiring Framework](#), a suite of competency-based tools for recruiting and hiring, has six steps; however, SCS is requiring agencies to implement the first three steps. SCS highly recommends agencies implement the next three steps, though this is not a requirement. Currently, staff is**

working on stage two of the Hiring Framework, which will help agencies effectively sort through data to get the best candidates. Since the elimination of the Professional Level Exam and Office Support Exam, there has been an increase in applicants.

- Later this Spring, the department plans to promulgate transition rules to move the performance management system from a fiscal year to a calendar year.
- SCS staff will start work on implementing OnBoard, a cloud-based board management software system for our Commission.
- The department's executive staff has met with newly appointed Appointing Authorities. The meetings have been an opportunity for the department to hear what the agencies need, as well as to provide information about State Civil Service.
- The [2024 Regular Session](#) begins Monday, March 11.
  - Staff is responding to requests for legislative fiscal notes.
  - Staff is monitoring the current legislative bills:
    - House Bills 183 and 563 and Senate Bills 128 and 139: remove Housing Authorities from the State Civil Service system.
    - State minimum wage
    - House Bill 593: provides for a transfer of the employees of the New Orleans sewerage and water board from the city civil service system to the state civil service system.
    - Senate Bill 181: Constitutional amendment to provide for nominations to the Civil Service Commission from public universities.
    - The department appeared before the House Appropriations committee on March 5, 2024. Director Decoteau provided the link of the hearing to the commissioners.
- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters. (All Commissioners to verbally vote.) **On motion duly made, seconded, and unanimously passed, the commission agreed to adjourn for executive session to consider review of Civil Service Appeals and Personnel Matters.**

There being no further business, the meeting adjourned at 10:15 a.m. on March 7, 2024.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman