

# State Civil Service Commission Meeting

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AGENDA – APRIL 2, 2025



STATECIVILSERVICE

# Item #1

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Consideration of the Minutes of the Commission meeting held February 5, 2025.

# Item #2

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Public Hearing to consider proposed changes to the Classification and Pay Plan.  
(Details contained in General Circular No. 2025-016).

- Public Comments

## Item #3

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Request of the Capital Area Human Services District to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 6, 2025.

## Item #4

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Request of the Division of Administration to amend an Advanced Degree Policy in accordance with State Civil Service Rule 6.16(h), effective April 2, 2025.

# Item #5

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Request of Office of State Examiner to amend a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective April 2, 2025.

## Item #6

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Request of the Department of Children and Family Services to extend authority to exempt from the classified service, two (2) Legislative Assistant positions, in accordance with State Civil Service Rule 4.1(d) 2, effective March 11, 2025, through March 10, 2029.

## Item #7

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Request of the Department of Children and Family Services – Office of the Secretary to exempt from the classified service, one (1) Coordinator position, in accordance with State Civil Service Rule 4.1(d) 2, effective May 1, 2025, through February 3, 2029.

## Item #8

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Request of the Department of Children and Family Services to extend authority to exempt eleven (11) positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2 effective May 1, 2025, through April 30, 2029.

## Item #9

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Request of the Department of Public Safety and Corrections, Public Safety Services-Office of Motor Vehicles to exempt from the classified service two (2) Director positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2025, through April 1, 2029.

# Item #10

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Request of the Louisiana Department of Health – Office for Citizens with Developmental Disabilities – Pinecrest Support and Services to extend authority to exempt from the classified service four (4) Interpreter positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 5, 2025, through April 4, 2029.

# Item #11

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Request of the Louisiana Department of Veterans Affairs to exempt two (2) Director positions from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2025, through April 1, 2029.

# Item #12

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Request of Louisiana Economic Development to exempt sixty-eight (68) Special Project Officer positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2025, through December 14, 2028.

# Item #13

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Request of the Louisiana State Licensing Board for Contractors to exempt from the classified service one (1) position in accordance with State Civil Service Rule 4.1(d) 2, effective March 6, 2025, through March 5, 2029.

## Item #14

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Request of the Louisiana State Racing Commission to exempt from the classified service one (1) Program Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2025, through April 1, 2029.

# Item #15

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Request of the Port of New Orleans to extend authority to exempt ten (10) positions from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective May 3, 2025, through May 2, 2029.

## Item #16

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Request of the Lafourche Basin Conservation Levee and Drainage 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, 2025, through December 31, 2025.

## Item #17

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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, 2025, through December 31, 2025.

# Item #18

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Request of the Louisiana Department of Health to amend a Premium Pay policy for Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective April 2, 2025.

# Item #19

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Request of the Louisiana Department of Health to amend a Premium Pay policy for Licensed Practical Nurse and Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective April 2, 2025.

## Item #20

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Request of the Louisiana Department of Transportation and Development to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16 (a), effective March 6, 2025.

# Item #21

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Request of the Department of Energy and Natural Resources to amend a Special Entrance Rate Policy for Petroleum Scientist job titles in accordance with State Civil Service Rule 6.5(b), effective April 2, 2025.

## Item #22

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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).

# Item #23

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Report on State Civil Service Rule 6.5(c) and 6.5(g) Exceptions.

# Item #24

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Compliance Audit Quarterly Report Presentation

# Compliance Audit Quarterly Report

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APRIL 2025



STATECIVILSERVICE

# Compliance Audit Quarterly Report

April 2025

Agency	Employee Count	Compliance %	Previous Audit Compliance %	PES Compliance %	Areas of Concern
Southern University-New Orleans	38	56%	62%	71%	Certification for Compliance=0%  LA Careers Hire Authorizations=0%  Position Descriptions=44%
Southern University and A&M College	214	50%	72%	63%	PES Plannings=59%
Alexandria Housing Authority	21	75%	81%	58%	PES Plannings=57%
Louisiana Educational Television Authority	50	68%	63%	94%	N/A
Villa Feliciana Medical Complex	199	74%	79%	100%	N/A
Northeast Louisiana Veterans Home	159	83%	89%	100%	N/A
Department of Culture, Recreation and Tourism	741	84%	68%	96%	N/A
Central Louisiana State Hospital	337	84%	74%	98%	N/A
Louisiana Economic Development	60	84%	100%	100%	N/A
Northwest Louisiana Human Services District	78	86%	94%	100%	N/A
Louisiana Special School District	112	94%	28%	77%	N/A
Louisiana State Board of Nursing	59	94%	94%	100%	N/A
Southwest Louisiana Veterans Home	154	100%	89%	95%	N/A
South Central Louisiana Human Services Authority	125	100%	100%	97%	N/A
Florida Parishes Human Services Authority	171	100%	95%	100%	N/A
Louisiana Motor Vehicle Commission	22	100%	100%	100%	N/A

\*Percentages are based on categories in which 100% compliance was received

\*Employee Count=number of classified employees

# Director's Report

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STATE CIVIL SERVICE COMMISSION MEETING – APRIL 2, 2025



**STATECIVILSERVICE**

SCS CPTP

**LEADERSHIP**

*Academy*



**STATECIVILSERVICE**



# Background and Research

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- Agency Feedback
- Academic Literature Scan
- State Scan
- ATD/GBR
- Survey



# Programmatic Outcomes For Leadership Academy

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OUTCOMES: DESCRIBES IN OBSERVABLE AND MEASURABLE TERMS WHAT A LEARNER IS ABLE TO DO

# Program Facts!

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Take 9 months to 2 years to finish



For each outcome, you'll take 1-2 required courses, and at least one choice course.



Supervisors are there to help (and are going to learn how)



Portfolio Builders



Virtual Events

# Leadership Academy Live Event Schedule 2025





# Soft Launch Breakdown

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- Close to 600 participants with rolling entry
- Over 50 agencies participating
- All 6 pay schedules
- Wide range of positions



# Marketing

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- General Circulars
- Newsletters
- Continuing Education Course
- Dedicated Web Page and Banner
- Leadership Lens



# A Look to the Future

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