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## GENERAL CIRCULAR NUMBER 2025-005

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**DATE:** January 16, 2025

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Changes to the Pay Plan – Results of the December 2024 Pay Hearing

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Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2024-056](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on December 4, 2024. Also, where necessary, the Governor has granted approval.

### **EFFECTIVE DATE OF CHANGES: FEBRUARY 3, 2025**

The changes outlined in the attached instructions are a result of job assessments as completed by State Civil Service. The official job specifications for the jobs will be available on the State Civil Service [Job Information and Test Finder](#) on the effective date. If job corrections are required by SCS, position descriptions for affected positions shall be submitted to SCS as soon as possible and no later than 90 days following the effective date. All job corrections for positions affected by these changes shall have an effective date of February 3, 2025. Pay for employees subject to job correction shall be in accordance with State Civil Service Rule 6.8.1, Pay Upon Job Correction.

Human Resources professionals at state agencies should carefully review the attached instructions to determine what actions are necessary to implement these changes relative to personnel and positions for their agency. Agencies delaying the implementation of the pay plan changes as provided in this General Circular beyond the 90-day implementation period, including any required job corrections, may be restricted from processing other requests through State Civil Service until the necessary actions to fully implement these changes have been completed.

Please note that any pending personnel actions are to be completed prior to the effective date for positions that will be affected by these changes. In addition, active eligible lists will no longer be valid after the effective date for positions that will be job corrected to a different job title. Agencies should take the necessary hire actions prior to the effective date of these changes or be subject to reposting the vacancy. Employees on detail to special duty to or from positions that are

affected by these changes shall be returned from detail for their detail pay to be recalculated as needed.

If there are any questions concerning the subject matter of this General Circular, you may contact State Civil Service by emailing [SCSInfo@la.gov](mailto:SCSInfo@la.gov) or by calling (225) 342-8272.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director

**IMPLEMENTATION INSTRUCTIONS  
FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARING ON  
DECEMBER 4, 2024**

Please review the following information to determine the applicable instructions for your agency. Significant duty changes should not be present when submitting a position description for job correction. If significant duty changes are required at the time of implementation, it will be necessary to consult with SCS prior to submission. Agencies shall ensure that all appropriate changes for personnel and positions are entered in the applicable HR system such as LaGov-HCM, etc. Employees with a rate of pay below the minimum of their pay grade on the effective date shall be increased to the minimum in accordance with SCS Rule 6.8.1.

**NEW JOBS FOR ADDITION TO THE PAY PLAN**

Implementation Instructions for New Jobs:

New Job Concept That Previously Did Not Exist – Position descriptions may be submitted to establish new positions if there is a new job concept that previously did not exist at the agency. The new position will be established as effective on the date assigned to the SCS consultant.

New Job Title to Encompass Existing Job Function – Existing classified positions that perform duties that align with these job functions, but are currently allocated to a different job title, are required to be submitted to SCS for job correction.

New Level in a Career Progression Group – If the new job title will result in a change in the existing position's career progression group, i.e. a new level that previously did not exist, the position is required to be submitted to SCS for job correction. SCS will job correct the position to the highest level in the CPG that the duties support. The agency can then reallocate, at their discretion, in accordance with their revised CPG criteria for the position.

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>PAY SCHED</b>	<b>PAY LEVEL</b>	<b>OCC GRP CODE</b>
176501	CRIME LAB EVIDENCE SPECIALIST 1	TS	304	E6
176502	CRIME LAB EVIDENCE SPECIALIST 2	TS	305	E6
176503	CRIME LAB EVIDENCE SPECIALIST 3	TS	306	E6

**JOBS TO BE ABOLISHED FROM THE PAY PLAN****Implementation Instructions for Abolished Jobs:**

Existing classified positions allocated to these job titles are required to be submitted to SCS for job correction, unless the positions are no longer needed by the agency. If the positions are no longer needed, action shall be taken by agencies to archive the vacant positions in the applicable HR system by the end of the implementation period. These jobs will be removed from the pay plan by SCS once all incumbents have been job corrected to other job titles.

<b>JOB CODE</b>	<b>JOB TITLE</b>
166420	CRIME LABORATORY TECHNICIAN 1
166430	CRIME LABORATORY TECHNICIAN 2
156280	MANAGEMENT INTERN
150780	ALCOHOL TOBACCO CONTROL PROSECUTOR
136800	BIostatistician
149360	COMPREHENSIVE PUBLIC TRAINING PROGRAM ADMINISTRATOR
116810	ELECTROCARDIOGRAPH TECHNICIAN 1
116800	ELECTROCARDIOGRAPH TECHNICIAN 2
171600	LABORATORY INFORMATION SYSTEM SPECIALIST
135580	NUISANCE ANIMAL TRAPPER 1
135570	NUISANCE ANIMAL TRAPPER 2
161530	NUISANCE ANIMAL TRAPPER 3
100350	NURSE TECHNICIAN