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GENERAL CIRCULAR NUMBER 2025-014

DATE: February 14, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan – Results of the February 2025 Pay Hearing

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2025-003](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on February 5, 2025. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: MARCH 3, 2025

The changes outlined in the attached instructions shall be implemented on the effective date by all state agencies. The official job specifications for the new and revised 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 March 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 have a job title change. 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 or by calling (225) 342-8272.

Sincerely,

s/Chris Deer
State Civil Service Deputy Director

**IMPLEMENTATION INSTRUCTIONS
FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARING ON
FEBRUARY 5, 2025**

Please review the following information to determine the applicable instructions for your agency. 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.

**PAY SCHEDULE CHANGES TO THE PAY PLAN
FOR THE ADMINISTRATIVE PAY SCHEDULE**

Implementation Instructions for Pay Schedule Changes:

Employees in the Administrative “AS” pay schedule with a rate of pay below the new minimum for their respective pay grade shall be increased to the minimum, effective March 3, 2025. Employees in this pay schedule with a rate of pay above the new minimum will retain their rate of pay in accordance with State Civil Service Rule 6.8.1.

LaGov HCM agencies will need to create a Basic Pay entry entitled “Structure Adjustment” with an effective date of 3/3/2025 for affected employees. This record shall be applied to all active classified employees who are below the new hourly pay schedule minimum.

Agencies that do not utilize the LaGov-HCM system will need to generate this information within their respective payroll system and report results via the usual data interface as applicable.

NOTE: The Division of Administration – Office of Technology Services will not release a statewide automatic update on March 3, 2025. The structure adjustment will need to be entered manually for those employees below the new minimums.

ADMINISTRATIVE "AS" PAY SCHEDULE

Effective: March 3, 2025

AS	Hourly					Biweekly					Monthly					Annual				
	Min	1st Quartile	Midpoint	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Max
601	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
602	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
604	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
605	10.50	12.38	14.25	16.13	18.00	840.00	990.40	1,140.00	1,290.40	1,440.00	1,820.00	2,146.00	2,470.00	2,796.00	3,120.00	21,840.00	25,750.00	29,640.00	33,550.00	37,440.00
606	11.24	13.25	15.25	17.26	19.26	899.20	1,060.00	1,220.00	1,380.80	1,540.80	1,948.00	2,297.00	2,643.00	2,992.00	3,338.00	23,379.00	27,560.00	31,720.00	35,901.00	40,061.00
607	12.03	14.18	16.32	18.47	20.61	962.40	1,134.40	1,305.60	1,477.60	1,648.80	2,085.00	2,458.00	2,829.00	3,202.00	3,572.00	25,022.00	29,494.00	33,946.00	38,418.00	42,869.00
608	12.87	15.17	17.46	19.76	22.05	1,029.60	1,213.60	1,396.80	1,580.80	1,764.00	2,231.00	2,630.00	3,026.00	3,425.00	3,822.00	26,770.00	31,554.00	36,317.00	41,101.00	45,864.00
609	13.77	16.23	18.68	21.14	23.59	1,101.60	1,298.40	1,494.40	1,691.20	1,887.20	2,387.00	2,813.00	3,238.00	3,664.00	4,089.00	28,642.00	33,758.00	38,854.00	43,971.00	49,067.00
610	14.73	17.36	19.99	22.62	25.24	1,178.40	1,388.80	1,599.20	1,809.60	2,019.20	2,553.00	3,009.00	3,465.00	3,921.00	4,375.00	30,638.00	36,109.00	41,579.00	47,050.00	52,499.00
611	15.76	18.58	21.39	24.20	27.01	1,260.80	1,486.40	1,711.20	1,936.00	2,160.80	2,732.00	3,221.00	3,708.00	4,195.00	4,682.00	32,781.00	38,646.00	44,491.00	50,336.00	56,181.00
612	16.86	20.92	24.97	29.03	33.08	1,348.80	1,673.60	1,997.60	2,322.40	2,646.40	2,922.00	3,626.00	4,328.00	5,032.00	5,734.00	35,069.00	43,514.00	51,938.00	60,382.00	68,806.00
613	18.04	22.38	26.72	31.06	35.40	1,443.20	1,790.40	2,137.60	2,484.80	2,832.00	3,127.00	3,879.00	4,632.00	5,384.00	6,136.00	37,523.00	46,550.00	55,578.00	64,605.00	73,632.00
614	19.30	23.95	28.59	33.24	37.88	1,544.00	1,916.00	2,287.20	2,659.20	3,030.40	3,345.00	4,151.00	4,956.00	5,762.00	6,566.00	40,144.00	49,816.00	59,467.00	69,139.00	78,790.00
615	20.65	25.62	30.59	35.56	40.53	1,652.00	2,049.60	2,447.20	2,844.80	3,242.40	3,579.00	4,441.00	5,302.00	6,164.00	7,025.00	42,952.00	53,290.00	63,627.00	73,965.00	84,302.00
616	22.10	27.42	32.74	38.06	43.37	1,768.00	2,193.60	2,619.20	3,044.80	3,469.60	3,831.00	4,753.00	5,675.00	6,597.00	7,518.00	45,968.00	57,034.00	68,099.00	79,165.00	90,210.00
617	23.65	29.34	35.03	40.72	46.41	1,892.00	2,347.20	2,802.40	3,257.60	3,712.80	4,099.00	5,086.00	6,072.00	7,058.00	8,044.00	49,192.00	61,027.00	72,862.00	84,698.00	96,533.00
618	25.31	31.40	37.49	43.58	49.66	2,024.80	2,512.00	2,999.20	3,486.40	3,972.80	4,387.00	5,443.00	6,498.00	7,554.00	8,608.00	52,645.00	65,312.00	77,979.00	90,646.00	103,293.00
619	27.08	33.60	40.11	46.63	53.14	2,166.40	2,688.00	3,208.80	3,730.40	4,251.20	4,694.00	5,824.00	6,952.00	8,083.00	9,211.00	56,326.00	69,888.00	83,429.00	96,990.00	110,531.00
620	28.98	35.95	42.92	49.89	56.86	2,318.40	2,876.00	3,433.60	3,991.20	4,548.80	5,023.00	6,231.00	7,440.00	8,648.00	9,856.00	60,278.00	74,776.00	89,274.00	103,771.00	118,269.00
621	31.01	38.47	45.93	53.39	60.84	2,480.80	3,077.60	3,674.40	4,271.20	4,867.20	5,375.00	6,668.00	7,961.00	9,254.00	10,546.00	64,501.00	80,018.00	95,534.00	111,051.00	126,547.00
622	33.18	41.16	49.14	57.12	65.10	2,654.40	3,292.80	3,931.20	4,569.60	5,208.00	5,751.00	7,134.00	8,518.00	9,901.00	11,284.00	69,014.00	85,613.00	102,211.00	118,810.00	135,408.00
623	35.50	44.04	52.58	61.12	69.66	2,840.00	3,523.20	4,206.40	4,899.60	5,572.80	6,153.00	7,634.00	9,114.00	10,594.00	12,074.00	73,840.00	91,603.00	109,366.00	127,130.00	144,893.00
624	37.99	47.13	56.27	65.41	74.54	3,039.20	3,770.40	4,501.60	5,232.80	5,963.20	6,585.00	8,169.00	9,754.00	11,338.00	12,920.00	79,019.00	98,030.00	117,042.00	136,053.00	155,043.00
625	40.65	50.43	60.21	69.99	79.76	3,252.00	4,034.40	4,816.80	5,599.20	6,380.80	7,046.00	8,741.00	10,436.00	12,132.00	13,825.00	84,552.00	104,894.00	125,237.00	145,579.00	165,901.00
626	43.50	53.96	64.42	74.88	85.34	3,480.00	4,316.80	5,153.60	5,990.40	6,827.20	7,540.00	9,353.00	11,166.00	12,979.00	14,792.00	90,480.00	112,237.00	133,994.00	155,750.00	177,507.00
627	46.55	57.74	68.93	80.12	91.31	3,724.00	4,619.20	5,514.40	6,409.60	7,304.80	8,069.00	10,008.00	11,948.00	13,888.00	15,827.00	96,824.00	120,099.00	143,374.00	166,650.00	189,925.00
628	49.81	61.79	73.76	85.73	97.70	3,984.80	4,943.20	5,900.80	6,858.40	7,816.00	8,634.00	10,710.00	12,785.00	14,860.00	16,935.00	103,605.00	128,523.00	153,421.00	178,318.00	203,216.00
629	53.30	66.11	78.92	91.73	104.54	4,264.00	5,288.80	6,313.60	7,338.40	8,363.20	9,239.00	11,459.00	13,680.00	15,900.00	18,120.00	110,864.00	137,509.00	164,154.00	190,798.00	217,443.00

The following instructions pertain to job assessments that have been completed by State Civil Service. Refer to each section below to determine if job corrections are required. Please note that 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 that use the LaGov-HCM system may refer to the Entry Guidelines in the [HR Information Portal](#) for more information on system entry procedures.

NEW JOB 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 – Position descriptions for existing classified positions that perform duties that align with these job functions, but are currently allocated to a different job code, are required to be submitted to SCS for job correction.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176504	DOTD ENFORCEMENT CORPORAL	PS	112	F5

JOB PAY GRADE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Pay Grade Changes:

Position descriptions for existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, agencies must still take the necessary actions in LaGov-HCM or other HR system as applicable to implement the pay grade changes.

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
160180	ACCOUNTANT 1	AS	612	AS	614
139350	ACCOUNTANT 2	AS	613	AS	615
139370	ACCOUNTANT 3	AS	615	AS	617
171400	ACCOUNTANT 4	AS	617	AS	619
159750	ACCOUNTANT ADMINISTRATOR 1	AS	619	AS	621
159760	ACCOUNTANT ADMINISTRATOR 2	AS	620	AS	622
159770	ACCOUNTANT ADMINISTRATOR 3	AS	622	AS	624
159780	ACCOUNTANT ADMINISTRATOR 4	AS	623	AS	625
159790	ACCOUNTANT ADMINISTRATOR 5	AS	624	AS	626
159710	ACCOUNTANT MANAGER 1	AS	618	AS	620
159720	ACCOUNTANT MANAGER 2	AS	619	AS	621

159730	ACCOUNTANT MANAGER 3	AS	621	AS	623
159740	ACCOUNTANT MANAGER 4	AS	622	AS	624
159600	ACCOUNTANT SUPERVISOR 1	AS	615	AS	617
159610	ACCOUNTANT SUPERVISOR 2	AS	617	AS	619
136950	ACCOUNTING SPECIALIST 1	AS	608	AS	609
159590	ACCOUNTING SPECIALIST SUPERVISOR	AS	613	AS	614
139340	ACCOUNTING TECHNICIAN	AS	611	AS	612
175830	DOTD ENFORCEMENT AGENT 1 ¹	PS	109	PS	108

¹ – Approved job title change; see Job Title Changes.

JOB TITLE CHANGES

Implementation Instructions for Job Title Changes:

Position descriptions for existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, agencies must still take the necessary actions in LaGov-HCM or other HR system as applicable to implement the job title changes.

JOB CODE	FROM JOB TITLE	TO JOB TITLE
175830	DOTD ENFORCEMENT AGENT 1	DOTD ENFORCEMENT CADET
175840	DOTD ENFORCEMENT AGENT 2	DOTD ENFORCEMENT AGENT
175850	DOTD ENFORCEMENT AGENT 3	DOTD ENFORCEMENT SENIOR AGENT

JOB SPECIFICATION CHANGES

Implementation Instructions for Job Specification Changes:

Position descriptions for existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction.

JOB CODE	JOB TITLE
175830	DOTD ENFORCEMENT AGENT 1 ¹
175840	DOTD ENFORCEMENT AGENT 2 ¹
175850	DOTD ENFORCEMENT AGENT 3 ¹
175860	DOTD ENFORCEMENT SERGEANT
175870	DOTD ENFORCEMENT LIEUTENANT
175880	DOTD ENFORCEMENT CAPTAIN
175890	DOTD ENFORCEMENT MAJOR
175900	DOTD ENFORCEMENT ADMINISTRATOR

¹ – Approved job title change; see Job Title Changes.