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GENERAL CIRCULAR NUMBER 2025-052

DATE: November 7, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of December 3, 2025 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, December 3, 2025, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9:00 a.m. and will be held in the Louisiana Purchase Room of the Claiborne Building at 1201 North 3rd Street, Baton Rouge, Louisiana. The Commission will consider the following exhibit:

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT (A) REQUIRE APPROVAL FROM BOTH THE STATE CIVIL SERVICE COMMISSION AND GOVERNOR PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION AND APPROVED BY THE GOVERNOR.

EXHIBIT A: Proposed Job Pay Grade Changes to the Pay Plan (see attached).

Please review this proposal and furnish us with any comments that you consider pertinent by close of business on December 1, 2025.

If you would like to appear before the Commission to present your comments orally, you are invited to do so and are requested to notify Louisiana State Civil Service of such intentions in advance of the meeting. You may direct any comments regarding this proposal to State Civil Service by emailing SCSInfo@civilservice.la.gov or by calling 225-342-8272.

Please post this General Circular prominently so that all employees will receive notice of this hearing. If any special accommodations are needed, please notify State Civil Service prior to this meeting.

Sincerely,

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

Exhibit requiring approval from both the State Civil Service Commission and the Governor prior to implementation:

**EXHIBIT A: PROPOSED JOB PAY GRADE CHANGES TO THE PAY PLAN
SINCE THE PAY HEARING ON NOVEMBER 5, 2025**

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
170640	ADMINISTRATIVE PROGRAM DIRECTOR 1	AS	616	AS	617
170650	ADMINISTRATIVE PROGRAM DIRECTOR 2	AS	618	AS	619
170660	ADMINISTRATIVE PROGRAM DIRECTOR 3	AS	620	AS	621
170670	ADMINISTRATIVE PROGRAM DIRECTOR 4	AS	622	AS	623
170680	ADMINISTRATIVE PROGRAM MANAGER 1	AS	614	AS	615
170690	ADMINISTRATIVE PROGRAM MANAGER 2	AS	615	AS	616
170700	ADMINISTRATIVE PROGRAM MANAGER 3	AS	617	AS	618
170710	ADMINISTRATIVE PROGRAM MANAGER 4	AS	619	AS	620
167340	ADMINISTRATIVE SUPERVISOR 1	AS	609	AS	611
167350	ADMINISTRATIVE SUPERVISOR 2	AS	611	AS	612
160580	ATTORNEY 1	AS	617	AS	619
160590	ATTORNEY 2	AS	618	AS	620
160600	ATTORNEY 3	AS	620	AS	622
171470	ATTORNEY 4	AS	621	AS	623
160610	ATTORNEY SUPERVISOR	AS	622	AS	624
171480	ATTORNEY-DEPUTY GENERAL COUNSEL 1	AS	623	AS	625
171490	ATTORNEY-DEPUTY GENERAL COUNSEL 2	AS	624	AS	626
171500	ATTORNEY-GENERAL COUNSEL 1	AS	624	AS	626
171510	ATTORNEY-GENERAL COUNSEL 2	AS	625	AS	627
171520	ATTORNEY-GENERAL COUNSEL 3	AS	626	AS	628
169780	ATTORNEY--REGIONAL	AS	622	AS	624
163980	AUDIT DIRECTOR 1	AS	622	AS	623
168300	AUDIT DIRECTOR 2	AS	623	AS	624
171410	AUDIT DIRECTOR 3	AS	624	AS	626
158560	AUDIT MANAGER	AS	621	AS	622
171420	AUDITOR 4	AS	618	AS	619
158550	AUDITOR SUPERVISOR	AS	619	AS	620
161750	AUDITOR--INTERNAL	AS	621	AS	622
139790	BUDGET ADMINISTRATOR 1	AS	620	AS	621
165690	BUDGET ADMINISTRATOR 3	AS	624	AS	625

139690	BUDGET ANALYST 1	AS	612	AS	613
139700	BUDGET ANALYST 2	AS	613	AS	614
139730	BUDGET ANALYST 3	AS	615	AS	616
139770	BUDGET MANAGER	AS	618	AS	620
170780	CIVIL SERVICE DEPUTY DIRECTOR	AS	625	AS	626
170770	CIVIL SERVICE DIRECTOR	AS	627	AS	628
171320	CIVIL SERVICE ETHICS ADMINISTRATOR	AS	626	AS	627
171720	COMPLIANCE EXAMINER CHIEF	AS	624	AS	625
171710	COMPLIANCE EXAMINER DEPUTY CHIEF	AS	622	AS	623
166910	COMPLIANCE EXAMINER MANAGER	AS	621	AS	622
160200	CONTRACTS/GRANTS REVIEWER 1	AS	611	AS	612
160210	CONTRACTS/GRANTS REVIEWER 2	AS	612	AS	613
166140	CONTRACTS/GRANTS REVIEWER 3	AS	614	AS	615
166150	CONTRACTS/GRANTS REVIEWER 4	AS	615	AS	616
160230	CONTRACTS/GRANTS REVIEWER MANAGER	AS	619	AS	620
160220	CONTRACTS/GRANTS REVIEWER SUPERVISOR	AS	617	AS	618
119600	DEPUTY ASSISTANT SECRETARY 1	AS	622	AS	623
119640	DEPUTY ASSISTANT SECRETARY 2	AS	624	AS	625
119660	DEPUTY ASSISTANT SECRETARY 3	AS	626	AS	627
119670	DEPUTY UNDERSECRETARY 1	AS	623	AS	624
119680	DEPUTY UNDERSECRETARY 2	AS	625	AS	626
119690	DEPUTY UNDERSECRETARY 3	AS	627	AS	628
170020	FIRE AND POLICE DEPUTY STATE EXAMINER	AS	623	AS	624
170010	FIRE AND POLICE STATE EXAMINER	AS	625	AS	626
170800	HUMAN RESOURCES ANALYST A	AS	612	AS	613
170810	HUMAN RESOURCES ANALYST B	AS	613	AS	614
170820	HUMAN RESOURCES ANALYST C	AS	615	AS	616
170830	HUMAN RESOURCES ASSISTANT DIVISION ADMINISTRATOR	AS	621	AS	622
170840	HUMAN RESOURCES CONSULTANT A	AS	614	AS	615
170850	HUMAN RESOURCES CONSULTANT B	AS	615	AS	616
170860	HUMAN RESOURCES CONSULTANT C	AS	617	AS	618
170870	HUMAN RESOURCES CONSULTANT SPECIALIST	AS	618	AS	619
170880	HUMAN RESOURCES CONSULTANT SUPERVISOR	AS	620	AS	621
170890	HUMAN RESOURCES DIRECTOR A	AS	619	AS	621
170900	HUMAN RESOURCES DIRECTOR B	AS	620	AS	622
170910	HUMAN RESOURCES DIRECTOR C	AS	621	AS	623

170920	HUMAN RESOURCES DIRECTOR D	AS	623	AS	624
170930	HUMAN RESOURCES DIVISION ADMINISTRATOR	AS	623	AS	624
170940	HUMAN RESOURCES MANAGER A	AS	619	AS	621
170950	HUMAN RESOURCES MANAGER B	AS	620	AS	622
170970	HUMAN RESOURCES SUPERVISOR	AS	618	AS	619
165640	PARALEGAL 1	AS	612	AS	613
113470	PARALEGAL 2	AS	614	AS	615
164820	PUBLIC INFORMATION OFFICER 1	AS	611	AS	613
164830	PUBLIC INFORMATION OFFICER 2	AS	613	AS	614
164840	PUBLIC INFORMATION OFFICER 3	AS	615	AS	616
171750	STATE ACCOUNTING SYSTEM ASSISTANT DIRECTOR	AS	624	AS	625
171760	STATE ACCOUNTING SYSTEM CONSULTANT 1	AS	614	AS	616
171770	STATE ACCOUNTING SYSTEM CONSULTANT 2	AS	616	AS	617
171780	STATE ACCOUNTING SYSTEM CONSULTANT 3	AS	618	AS	619
171790	STATE ACCOUNTING SYSTEM CONSULTANT 4	AS	619	AS	620
171800	STATE ACCOUNTING SYSTEM DIRECTOR	AS	626	AS	627
171810	STATE ACCOUNTING SYSTEM MANAGER	AS	621	AS	623
171820	STATE ACCOUNTING SYSTEM SUPERVISOR	AS	620	AS	621
162590	STATE BUDGET MANAGEMENT ANALYST 1	AS	616	AS	618
162600	STATE BUDGET MANAGEMENT ANALYST 2	AS	618	AS	619
162610	STATE BUDGET MANAGEMENT ANALYST 3	AS	620	AS	621
167320	STATE BUDGET MANAGEMENT ANALYST 4	AS	621	AS	623
114050	STATE BUDGET MANAGER	AS	624	AS	625
170240	STATE CAPITAL OUTLAY ADMINISTRATOR	AS	624	AS	625
170250	STATE CAPITAL OUTLAY ANALYST 1	AS	616	AS	618
170260	STATE CAPITAL OUTLAY ANALYST 2	AS	618	AS	619
170270	STATE CAPITAL OUTLAY ANALYST 3	AS	620	AS	621
162050	STATE CAPITAL OUTLAY MANAGER A	AS	622	AS	623
170280	STATE CAPITAL OUTLAY MANAGER B	TS	317	TS	318
170520	STATE CAPITAL OUTLAY TECHNICAL ADMINISTRATOR	TS	319	TS	320
114030	STATE DEPUTY DIRECTOR OF PLANNING AND BUDGET	AS	626	AS	627
147380	STATE DIRECTOR OF PLANNING AND BUDGET	AS	628	AS	629
170340	STATE FISCAL ANALYST 1	AS	614	AS	616
170350	STATE FISCAL ANALYST 2	AS	616	AS	617
170360	STATE FISCAL ANALYST 3	AS	618	AS	619
170370	STATE FISCAL ANALYST SUPERVISOR	AS	620	AS	621

170290	STATE LEASING ANALYST 1	AS	614	AS	615
170310	STATE LEASING ANALYST 3	AS	617	AS	618
170320	STATE LEASING ANALYST 4	AS	619	AS	620
170330	STATE LEASING ANALYST 5	AS	621	AS	622
148250	STATE PROCUREMENT ANALYST 1	AS	614	AS	615
148260	STATE PROCUREMENT ANALYST 3	AS	617	AS	618
162580	STATE PROCUREMENT ASSISTANT DIRECTOR	AS	622	AS	623
126210	STATE PROCUREMENT DEPUTY DIRECTOR	AS	623	AS	624
101650	STATE PROCUREMENT DIRECTOR	AS	625	AS	626
101610	STATE PROCUREMENT MANAGER	AS	621	AS	622
175980	STATE PROCUREMENT SPECIALIST	AS	618	AS	619
173520	STATE PROCUREMENT SUPERVISOR	AS	619	AS	620
173590	STATE TRAVEL ANALYST 1	AS	614	AS	615
173610	STATE TRAVEL ANALYST 3	AS	617	AS	618
173620	STATE TRAVEL MANAGER	AS	620	AS	621
154920	STATE TREASURY DEBT ANALYST 1	AS	616	AS	618
154930	STATE TREASURY DEBT ANALYST 2	AS	618	AS	619
154940	STATE TREASURY DEBT ANALYST 3	AS	620	AS	621
154950	STATE TREASURY DEBT ASSISTANT DIRECTOR	AS	626	AS	627
154960	STATE TREASURY DEBT OFFICER	AS	623	AS	624
140450	STATE TREASURY FISCAL CONTROL ANALYST 1	AS	614	AS	616
140430	STATE TREASURY FISCAL CONTROL ANALYST 2	AS	616	AS	617
140420	STATE TREASURY FISCAL CONTROL ANALYST 3	AS	618	AS	619
140410	STATE TREASURY FISCAL CONTROL ANALYST 4	AS	620	AS	621
174110	STATE TREASURY FISCAL CONTROL ASSISTANT DIRECTOR	AS	624	AS	625
140380	STATE TREASURY FISCAL CONTROL DIRECTOR	AS	626	AS	627
148500	STATE UNIFORM PAYROLL ANALYST 1	AS	614	AS	616
148490	STATE UNIFORM PAYROLL ANALYST 2	AS	616	AS	617
148480	STATE UNIFORM PAYROLL ANALYST 3	AS	617	AS	619
140140	STATE UNIFORM PAYROLL ASSISTANT DIRECTOR	AS	622	AS	623
140130	STATE UNIFORM PAYROLL DIRECTOR	AS	624	AS	625
148470	STATE UNIFORM PAYROLL MANAGER	AS	619	AS	621