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GENERAL CIRCULAR NUMBER 2026-034

DATE: June 30, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Classification and Pay Plan – Results of the May 2026 Public Hearing

Please be advised that changes will be made to the State Civil Service (SCS) Classification and Pay Plan as proposed in [General Circular No. 2026-018](#). The exhibits were considered and approved by the SCS Commission at the public hearing on May 6, 2026. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: JULY 20, 2026

The changes outlined by this General Circular shall be implemented on the effective date by all state agencies. Human Resources professionals at state agencies should carefully review the attached instructions to determine the necessary actions required to implement these changes relative to personnel and positions for their agency. Agencies delaying the implementation of the changes as provided in this General Circular beyond the 90-day implementation period may be restricted from processing other requests through SCS until the agency has taken the necessary actions to fully implement the changes. 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.

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 SCS by emailing SCSInfo@civilservice.la.gov or by calling (225) 342-8272.

Sincerely,

s/Byron P. Decoteau, Jr.
Director

IMPLEMENTATION INSTRUCTIONS FOR CLASSIFICATION AND PAY PLAN CHANGES

Effective: July 20, 2026

The following instructions pertain to job assessments that have been completed by SCS. Refer to each section below to determine the appropriate actions necessary to implement these changes. The official job specifications for the new and revised jobs will be available on the SCS [Job Information and Test Finder](#) on the effective date.

When job corrections are required by SCS, position descriptions for the 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 July 20, 2026. 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.

Employees with a rate of pay below the minimum of their respective pay grade as a result of a job correction shall be increased to the minimum in accordance with SCS Rule 6.8.1 on the effective date.

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. After the position description has been completed by SCS, agencies will take the necessary actions in the LaGov-HCM or other HR system as applicable in order to show the approved changes.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176554	VETERANS CEMETERY DIRECTOR	AS	618	C2
176555	VETERANS CEMETERY PROGRAM DIRECTOR	AS	621	C2
176556	YOUTH FACILITIES DEPUTY DIRECTOR-STATEWIDE	PS	121	F5

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
169110	YOUTH FACILITY DIRECTOR
175220	YOUTH FACILITIES DIRECTOR-STATEWIDE