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GENERAL CIRCULAR NUMBER 2026-050

DATE: September 28, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Classification and Pay Plan – Results of the September 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. 2026-043](#). The exhibits were considered and approved by the SCS Commission at the public hearing on September 2, 2026.

EFFECTIVE DATE OF CHANGES: OCTOBER 26, 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.

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.
State Civil Service Director

IMPLEMENTATION INSTRUCTIONS FOR CLASSIFICATION AND PAY PLAN CHANGES Effective: October 26, 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 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 October 26, 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.

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 shall 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
176557	CIVIL SERVICE CHIEF OPERATING OFFICER	AS	625	C3
176558	GAMING TECHNICAL COMPLIANCE MANAGER	TS	317	C5

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 the LaGov-HCM or other HR system as applicable to implement the pay grade changes for employees and/or positions.

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
172450	DOTD PROGRAM SPECIALIST 1	AS	612	AS	613

172460	DOTD PROGRAM SPECIALIST 2	AS	613	AS	614
172470	DOTD PROGRAM SPECIALIST 3	AS	615	AS	616
172480	DOTD PROGRAM SPECIALIST 4	AS	617	AS	618
172500	DOTD PROGRAM SUPERVISOR	AS	619	AS	620
172510	DOTD PROGRAM MANAGER	AS	620	AS	622
172520	DOTD PROGRAM DIRECTOR	AS	622	AS	624
170020	FIRE AND POLICE DEPUTY STATE EXAMINER	AS	624	AS	625
170010	FIRE AND POLICE STATE EXAMINER	AS	626	AS	627

JOB TITLE CHANGE

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

JOB CODE	FROM JOB TITLE	TO JOB TITLE
171320	CIVIL SERVICE ETHICS ADMINISTRATOR	ETHICS ADMINISTRATOR

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. No impact on employees or positions is expected as a result of the job specification changes.

JOB CODE	JOB TITLE
170780	CIVIL SERVICE DEPUTY DIRECTOR
170770	CIVIL SERVICE DIRECTOR
171320	CIVIL SERVICE ETHICS ADMINISTRATOR ¹
170020	FIRE AND POLICE DEPUTY STATE EXAMINER
170010	FIRE AND POLICE STATE EXAMINER
173390	GAMING TECHNICAL COMPLIANCE SPECIALIST 1
173400	GAMING TECHNICAL COMPLIANCE SPECIALIST 2
173410	GAMING TECHNICAL COMPLIANCE SPECIALIST 3
173420	GAMING TECHNICAL COMPLIANCE SPECIALIST 4
173430	GAMING TECHNICAL COMPLIANCE SUPERVISOR
170930	HUMAN RESOURCES DIVISION ADMINISTRATOR
170520	STATE CAPITAL OUTLAY TECHNICAL ADMINISTRATOR

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