



**AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS MEETING**  
**WEDNESDAY, DECEMBER 13, 2017**  
**9:00 A.M.**

BYRON P. DECOTEAU, JR.  
DIRECTOR

---

*(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)*

---

- Roll Call
  - Opportunity for Public Comment (No Attachment)
- 

- 1) Request of State Civil Service, in accordance with State Civil Service Rule 19.3(b), to consider agency requests for Special Entrance Rates effective January 2, 2018.
  - Exhibit A – SERs recommended for approval
  - Exhibit B – SERs recommended for disapproval
  - Exhibit C – SERS recommended for higher rates
- 2) Request of the Department of State Civil Service for authority under the provisions of Civil Service Rule 4.1(d)1, to allow incumbents appointed to a 4.1(d)1 Security Officer position that is filled with off-duty East Baton Rouge Sheriff's Deputies on a rotating basis to provide security in state buildings, to work up to 2080 hours in a 12 month appointment period, effective December 7, 2017 through December 6, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 3) Request of the St. James Airport and Transportation Authority to exempt from classified service one (1) Assistant position in accordance with State Civil Service Rule 4.1(d)2, effective December 13, 2017 through December 12, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 4) Request of the Department of Environmental Quality to amend its Dual Career Ladder Policy for Engineer positions in accordance with SCS Rule 5.9, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 5) Request of the Department of Environmental Quality to amend its Dual Career Ladder Policy for Environmental Scientist positions in accordance with SCS Rule 5.9, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 6) Request of the Louisiana Department of Health to establish a Pay for Employees at Range Maximum policy in accordance with SCS Rule 6.16(g), effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 7) Request of the Louisiana State University Agricultural Center to establish a Pay for Employees at Range Maximum policy in accordance with SCS Rule 6.16(g), effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)

- 8) Request of the Department of Natural Resources to amend its Premium Pay policy for the Office of Coastal Management in accordance with Civil Service Rule 6.16(a), effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 9) Request of the Housing Authority of the City of Shreveport to establish a Rewards and Recognition Policy in accordance with CS Rule 6.16.1, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 10) Request of Louisiana State University Shreveport to establish a Rewards and Recognition Policy in accordance with SCS Rule 6.16.1, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 11) Request of the Department of Transportation and Development to establish a Crisis Leave Pool policy, in accordance with State Civil Service Rule 11.34, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 12) Request of State Civil Service to ratify the Director's interim approval of a request from the Louisiana Department of Health, Office of Behavioral Health, to extend the job appointment of Deborah Crump to an Administrative Assistant 3 position, in accordance with State Civil Service Rule 23.5(a), to be effective November 26, 2017 through September 29, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 13) Request of the Department of Children and Family Services, in accordance with SCS Rule 6.16(c), for a 10% Individual Pay Adjustment for eight (8) employees in the Disability Determinations Services section, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 14) Consideration of the Minutes of the Commission Meeting held on November 1, 2017.
- 15) Monthly Contract Review Report
- 16) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - McNeese State University
  - Southwest Louisiana Veterans Home(Appearance by Melinda Robert of the Department of State Civil Service.)
- 17) Discussion Concerning Southern University New Orleans Police Officers Supplemental Pay  
(May adjourn to Executive Session to discuss potential litigation.)
- 18) Request of the Department of Children and Family Services, in accordance with SCS Rule 6.16(c), for an Individual Pay Adjustment in the amount of \$124.20 biweekly for Shameka Rayford, Child Welfare Specialist 2, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 19) Request of the Department of State, Secretary of State for an exception to State Civil Service Rule 6.5(d) to amend the rate of pay for all Classified WAE Election Machine Mechanics at six months of employment, effective January 2, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)

- 
- 
- Director's Report

- 
- 
- **Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and possible litigation. (All Commissioners to verbally vote.)**
- 
-