

2023 NASPEs AWARD

Eva N. Santos Communication Awards

Nominations from dues-paying states are considered for eligibility. Nominated leaders and programs should have a positive effect on the administration of state human resource programs. A state's central human resource department or line agency human resource operations may administer nominated programs.

Programs and projects must have been operational for at least six months and must be transferable to other states. Selection criteria are based on the questions asked on the award application. Included in this packet are the specific criteria for each award and their categories. Nominations are encouraged in all areas of human resource management administration.

NOMINATION INFORMATION

Title of Nomination: State Civil Service 2022 Annual Uniform Pay Plan Review State: LA

Contact Person: Lindsay Ruiz de Chavez

Contact's Title: Public Information Director

Agency: Louisiana State Civil Service

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NOMINATOR INFORMATION

Nominator: Byron P. Decoteau, Jr. Title: Director

State: LA Agency: Louisiana State Civil Service

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E-mail: Byron.Decoteau@la.gov

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DETAILS

Feel free to include links to websites and snapshots as part of your nomination.

1. Please provide a brief description of the submission.

The [State Civil Service Annual Uniform Pay Plan Review](#) report provides the research and analysis to support recommendations to improve market competitiveness for the classified service on an annual basis. State Civil Service Certified Compensation Professionals prepare this report each year in accordance with WorldatWork best practices.

2. How long has the submission been in existence?

The State Civil Service Annual Uniform Pay Plan Review report is researched and produced annually. The 2022 Annual Uniform Pay Plan Review was published in October.

3. Why was this submission created?

The Annual Uniform Pay Plan Review report is prepared in accordance with Civil Service Rule 6.2(a), which says that State Civil Service is obligated to conduct such “research as [the SCS Director] may deem appropriate, shall cause to be prepared for submission to the Commission, a uniform pay plan, or amendments thereto, for the classified service.” The Annual Uniform Pay Plan Review report aligns with SCS Rule 6.2(a) by providing the research necessary to support amendments to the uniform pay plan for the classified service. Through the adoption of SCS Rule 6.2, the Commission has charged the Director of State Civil Service to analyze the effectiveness of the uniform pay plan at least annually, and to recommend appropriate changes based upon the results.

4. How does this submission support the goals and objectives of your agenda/department?

The Annual Uniform Pay Plan Review report aligns with the four elements of maintaining market competitiveness by providing an assessment of the pay range structures, a review of actual employee salaries, a targeted review of jobs in the classification plan, and recommendations for pay solutions to improve market competitiveness within the boundaries of financial feasibility.



Louisiana Uniform Pay Plan encompasses six Pay Schedules: Administrative (AS), Medical (MS), Protective Services (PS), Scientific and Technical (TS), Social Services (SS), and Technician and Skilled Trades (WS). Research done for the sections in this report is broken out by each pay

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schedule. Sections in this report include Pay Structure Competitiveness, Pay Structure Lag Trends, Median Salary Comparisons, Median Salary Lag Trends, Percent into Pay Range Analysis, Targeted Review of Classified Jobs, and Recommendations for the upcoming year.

PAY STRUCTURE COMPETITIVENESS

The data indicates that, on average, classified pay schedule midpoints for classified benchmark jobs are competitive when compared to public sector medians, but lag private sector medians by amounts ranging from 6.5% to 12.5%.

 ADMINISTRATIVE PAY SCHEDULE (AS)	 PROTECTIVE SERVICES PAY SCHEDULE (PS)	 SOCIAL SERVICES PAY SCHEDULE (SS)	 TECHNICAL/SCIENTIFIC PAY SCHEDULE (TS)	 SKILLED TRADES PAY SCHEDULE (WS)	 MEDICAL PAY SCHEDULE (MS)
Public sector lead 0.1%	Public sector lead 0.5%	Public sector lead 4.2%	Public sector lead 0.6%	Public sector lag 4.6%	Public sector lead 3.1%
Private sector lag 8.1%	Private sector lead 8.6%	Private sector lag 8.9%	Private sector lag 6.5%	Private sector lag 12.5%	Private sector lag 7.9%

In detail, the report provides comparisons of classified pay structure midpoints, as well as the actual median salaries of classified employees, to their counterparts in the public and private sectors for the relevant labor market area consisting of Alabama, Arkansas, Kentucky, Louisiana, Mississippi, Oklahoma, Tennessee, and Texas. A review of the pay structures provides insight as to whether, overall, the midpoints of the pay ranges are at a competitive position relative to the market. A review of the actual median salaries of classified employees helps to determine if those salaries are tracking appropriately with the market. Details regarding the methodologies used for these figures can be found within the respective sections.

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SALARY SURVEYS AND THE RELEVANT LABOR MARKET

This report will focus on comparisons to the median salaries of employers from the specific states defined as the relevant labor market. Once applicable classified benchmark jobs have been identified, salary information for those jobs is obtained through surveys from third-party compensation survey providers. A review of data for the relevant labor market ensures accurate comparisons across different survey providers.

The Department of State Civil Service defines the relevant labor market as public and private employers within the South Central and Southeastern regions, preferably in service-providing industries. States used for the analysis in this report in the South Central and Southeastern regions include Alabama, Arkansas, Kentucky, Louisiana, Mississippi, Oklahoma, Tennessee, and Texas.



5. Have you been able to measure the effectiveness of this submission? If so, how?

The effectiveness of the Annual Pay Plan Review Report is ultimately measured by the support it obtains. The research involved in compiling the Annual Uniform Pay Plan Review report is the basis of the recommendations made by the State Civil Service Director to the State Civil Service Commission. The process involved in making changes to the Uniform Pay Plan must receive the approval of the Commission; however, Louisiana's Governor must also approve any changes to the pay of classified employees.

For example, the 2018 Annual Review Report produced a recommendation to grant classified employees with a 2% general increase and to realign the state's six classified occupational pay schedules with the relevant market. Approval was received from both the Commission and the Governor, directly resulting in increases to employee pay and the competitiveness of the pay schedules. The report was also used to educate the Louisiana Legislature who ultimately ensured funding was available for the 2018 recommendations. Fiscal Year End 2019 resulted in a slight decrease in voluntary turnover from 12.86% to 12.59% and down again in 2020 to 11.63% prior to increasing in years following the pandemic.

Again, the report was successful in 2019 by raising the minimums of certain pay schedules and increasing the minimums and maximums for the Medical Pay Schedule 2021 by 6% during the post pandemic demands for nursing professionals. For 2022, the Commission and Governor aligned to approve an increase to the pay schedules to ensure no pay schedule had a minimum pay level below \$10/hour effective July 1, 2023. In addition, increases were made to the annual market adjustments rates for classified employees effective July 15, 2023. The details of the recommendations can be found on the next page.

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RECOMMENDATIONS

SCS is providing the following recommendations in order to better recruit and retain talent in this highly competitive market. With the unemployment rate now at near historic lows, these adjustments are needed to maintain market competitiveness. Specifics on recommended pay plan changes will be presented to the SCS Commission at a future pay hearing. For a review of historical structure adjustments and a general increase history, please see Appendix B.

PAY STRUCTURE RECOMMENDATIONS



Administrative “AS” Pay Schedule

A structure adjustment is being recommended to adjust the pay range of the lowest job to \$10 per hour. The other pay ranges in the AS pay schedule will be adjusted as well to maintain a 7% midpoint differential between them. Cost is estimated as \$1,847,535.95, which includes base salary only.



Protective Services “PS” Pay Schedule

SCS will continue to monitor this pay schedule for market competitiveness. The lowest pay range in this pay schedule already starts above \$10 per hour.



Social Services “SS” Pay Schedule

A structure adjustment is being recommended to adjust the pay range of the lowest job to \$10 per hour. The other pay ranges in the SS pay schedule will be adjusted as well to maintain a 7% midpoint differential between them. Cost is estimated as \$1,400,551.60, which includes base salary only.



Technical & Scientific “TS” Pay Schedule

SCS will continue to monitor this pay schedule for market competitiveness. The lowest pay range in this pay schedule already starts above \$10 per hour.



Skilled Trades “WS” Pay Schedule

A structure adjustment is being recommended to adjust the pay range of the lowest job to \$10 per hour. The other pay ranges in the WS pay schedule will be adjusted as well to maintain a 7% midpoint differential between them. Cost is estimated as \$13,048,745.86, which includes base salary only.



Medical “MS” Pay Schedule

A structure adjustment is being recommended to adjust the pay range of the lowest job to \$10 per hour. The other pay ranges in the MS pay schedule will be adjusted as well to maintain a 7% midpoint differential between them. Cost is estimated as \$763,021.43, which includes base salary only.

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