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HUMAN RESOURCES MEMORANDUM NO. 2010-004

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Jan Ramezan 
Human Resources Director

SUBJECT: General Circular 1795 – Procedure for Abolishing Targeted Jobs

DATE: February 1, 2010

As stated in attached General Circular No. 1795, House Concurrent Resolution 6 (HCR 6) filed by the Louisiana Legislature in June of 2009, requested the Department of State Civil Service (DSCS) to develop and the State Civil Service Commission adopt the following changes to civil service rules:...(2) “Revise the classification system to limit the number of pay bands to thirty five or fewer and to reduce the number of job classifications to seven hundred or fewer to provide for flexibility in organizational restructuring and reduce the need to reclassify positions due to work assignment and organizational changes and to provide managers with flexibility to move employees within pay bands.”

Listed below are the methods that the DSCS plans to use to implement job title reduction:

Eliminating Unused Titles: Unpopulated titles have been identified and targeted when it was shown that agencies will not need the titles.

Identifying Sparsely Populated Titles: There are many underutilized job titles in Louisiana state government. These titles are most often endemic to a single agency, set up in response to unique needs. The functions of endemic jobs are often similar to functions performed in other agencies; therefore, these and other sparsely populated titles have been reviewed for possible consolidation.

Combining or Consolidating Titles: There is a fine distinction between combining titles and consolidating titles. Combining titles involves merging similar titles from different agencies into a new title; consolidating titles involves not only this approach, but includes collapsing a series of job titles into one title.

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Any incumbents in the listed job titles targeted for abolishment will be job corrected (with no impact on pay rate) to an appropriate job title. **The Office of Human Resources will be contacting the individual offices who will be required to submit update job descriptions.**

If you have any questions, please contact Human Resources at (225) 342-0880.

JR:cm
Attachment
c: Personnel Liaisons

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