

State Civil Service Annual Report

FISCAL YEAR 2022-2023

Byron P. Decoteau, Jr., Director
Louisiana State Civil Service

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LETTER FROM THE DIRECTOR

I am pleased to present the Louisiana State Civil Service Fiscal Year 2022-2023 Annual Report, as I echo the words of the State Civil Service Commission, *"Louisiana's public servants contribute significantly to the well-being and quality of life for all citizens of our state."*

At State Civil Service, our team believes all citizens of our state deserve the highest quality of service from their state government. To this effort, we provide a comprehensive human resources program that enables state government to attract, develop and retain a skilled and knowledgeable workforce.

We recognize the value of our state employees, as they are responsible for bringing to life the vision of Louisiana. As a regulatory and consultative state agency, we along with the State Civil Service Commission remain committed to supporting and promoting the value of our employees. We work closely with our state agencies to provide an effective low-cost human resources system that ensures results and accountability to the public interest.

This report provides a snapshot of Louisiana's state government workforce as of June 30, 2023. The goals and mission of State Civil Service are detailed in this report, along with a number of workforce demographics, trends, and statistics. The state's workforce is made up of two groups of employees: classified and unclassified. Under the direction of the State Civil Service Commission, our Department has constitutional authority over classified employees. To learn more about classified vs. unclassified employees, readers should refer to **Article X** of the State's Constitution.

I invite you to take a moment to review our annual report and visit our website at **www.civilservice.la.gov** to learn more about our department. To learn more about Louisiana State government visit **www.louisiana.gov**.

Byron P. Decoteau, Jr.
State Civil Service Director
October 4, 2023

ABOUT OUR AGENCY

State Civil Service is the central human resources agency for the state of Louisiana. We promote the understanding that the most critical factor in determining the success of Louisiana state government is its workforce. Our chief responsibility is to ensure the state is equipped with innovative workforce solutions designed to meet the unique needs of each state agency's mission.

As both a regulatory and consultative agency, we provide systems and services that will enable state agencies to make merit-based, quality decisions regarding the hiring, development and retention of skilled and capable individuals.

Our policies are guided by the provisions of Article X of the Louisiana State Constitution and are implemented in a manner, which is both efficient as possible and cost effective to the citizens of Louisiana. Such policies are founded upon the principles of equal pay for equal work, equal opportunity, ability-based employment and promotion, and freedom from political influence.

Our vision at State Civil Service is to set the standard of excellence in providing strategic state government workforce solutions.



STATE CIVIL SERVICE AGENCY VALUES

INTEGRITY

We believe that there is nothing more important than our reputation. Integrity is at the core of everything we do. We are honest and ethical because trust is key to the relationships with our stakeholders.

CUSTOMER COMMITMENT

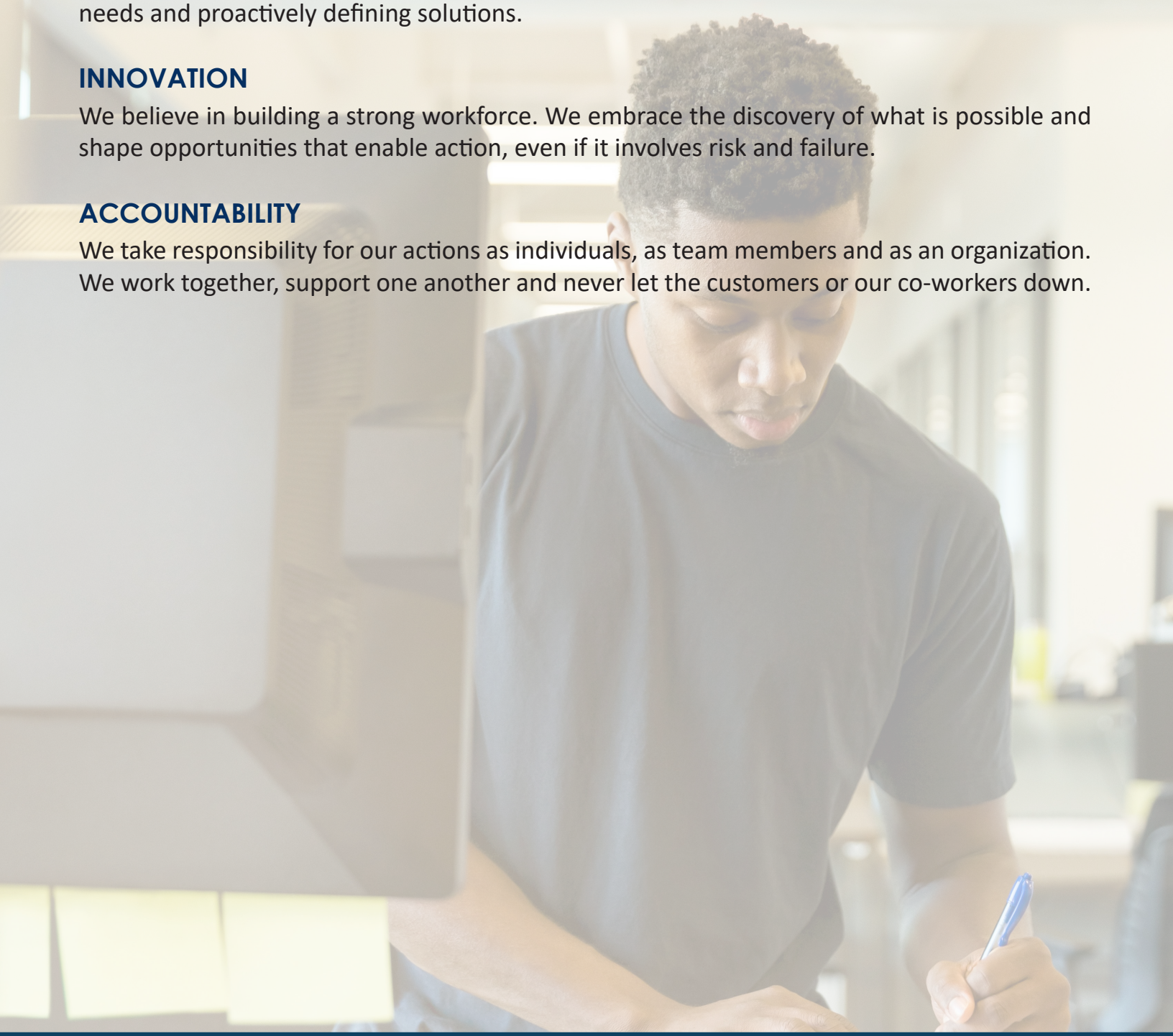
We acknowledge every stakeholder as a customer. We are committed to anticipating their needs and proactively defining solutions.

INNOVATION

We believe in building a strong workforce. We embrace the discovery of what is possible and shape opportunities that enable action, even if it involves risk and failure.

ACCOUNTABILITY

We take responsibility for our actions as individuals, as team members and as an organization. We work together, support one another and never let the customers or our co-workers down.



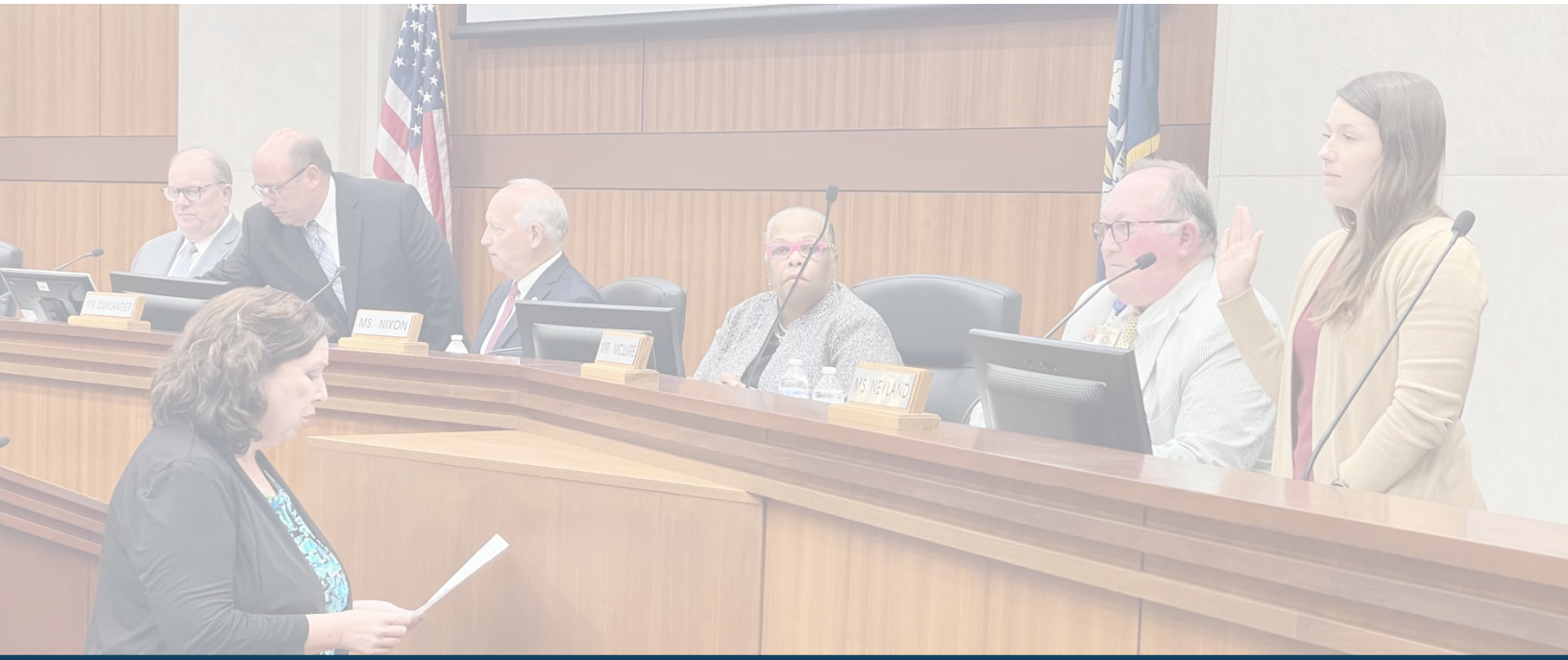
STATE CIVIL SERVICE COMMISSION

The State Civil Service Commission is a seven-member body that has final authority over the administration of the State Civil Service system. The Commission serves as an impartial review board that enacts and adjudicates State Civil Service Rules to regulate state personnel activities, and hears appeals from classified state employees and agencies. Commission meetings and hearings are held monthly and are open to the public. Six of the Commission members are appointed by the governor; the seventh is an employee representative elected by fellow state employees. Each member serves a six-year term. When choosing an appointed member, the Governor must select from a list of three people nominated by the president of one of the state's major private universities. Current members of the Commission are listed below.

To contact Commission members, call the Department of State Civil Service at (225) 342-8272 or reach them via email at civilservicecommission@la.gov.

STATE CIVIL SERVICE COMMISSION MEMBERS FOR FY 2022-2023

Name	Nominated By	Term Expires	Congressional District
David L. Duplantier, Chairman	Loyola University	12/10/2024	1st
D. Scott Hughes, Vice-Chairman	Centenary College	12/10/2028	4th
Candes C. Carter	Xavier University	12/10/2028	2nd
John McLure	Louisiana College	12/10/2024	5th
Craig A. Netterville	Tulane University	12/10/2028	6th
Codi Neyland	Employee Representative	4/30/2029	5th
Jo Ann Nixon	Dillard University	12/10/2026	3rd



DEPARTMENT GOALS

- Provide effective Human Resources (HR) leadership driven by policies that effect transparent and accountable HR practices; resulting in employers having the key tools and skills needed to ensure that employees are empowered and equipped to accomplish the organization's desired outcomes and goals.
- Provide a prompt, inexpensive system for resolving removal, discipline, rule violation, and discrimination cases that satisfies due process requirements.
- Utilize technology to improve the productivity and effectiveness of State Civil Service and its user agencies.
- Provide workforce development services and an objective evaluation of the human resource practices used by state agencies to manage their classified workforce. [Louisiana Constitution, Article X]
- Administer the classification and compensation systems by developing and implementing flexible job evaluation and pay policies and practices that can be adapted to meet agencies' unique requirements.
- Create and administer programs, rules, assistance procedures and training that promote, encourage, and enhance effectiveness, efficiency, and accountability in state agencies and their employees.
- Provide processes and policies that enable state agency managers to fill vacant positions with highly qualified applicants in a timely fashion and in accordance with legal and professional standards.

ORGANIZATIONAL STRUCTURE

The Department of State Civil Service is comprised of the following major divisions.

Administration

Includes the Director's Office, public information, and management and finance. Provides fiscal, budgeting and personnel services for the Department, and through a shared services agreement, the division also performs these functions for three other state agencies, the Division of Administrative Law, the Ethics Administration and Municipal Fire and Police.

Appeals

Serves as the clerk of court for the State Civil Service Commission by receiving employee appeals of disciplinary actions or allegations of discrimination, scheduling hearings, issuing subpoenas, and compiling the record if judicial review is sought. The Appeals Division staff attorneys also hear and decide cases for the Commission.

Compliance and Audit

Provides an objective evaluation of the human resource practices used by state agencies to manage the classified work force. It assesses the effectiveness of those practices and the overall adherence to merit principles and compliance with Civil Service Rules.

Management Information Services

Is comprised of two separate but related teams – the Applications & Data Management Division and Information Technology. Apps & Data Management oversees the collection, analysis, and reporting of data in regards to the State's workforce; the development and support of applications that serve the Department, Human Resources offices statewide and the public; and the storage of the Department's records and reports. The Information Technology team provides computer support services and is responsible for all components of our technical infrastructure.

Operations*

Consists of teams of state civil service professionals (PODS) that integrate all workforce functions (e.g. classification, pay, staffing, compensation, employee relations, etc.) into a combined single unit to address workforce needs. Each POD is headed by an Agency Relationship Manager (ARM), whose mission is to build and maintain relationships with our key stakeholders: human resources directors and agency leaders. ARMs administer tailored consultation to state agencies through the supervision of PODS.

Talent Development*

Manages the Comprehensive Public Training Program, which provides multimodal training and performance support for all classified employees. Serves as human performance improvement consultants for state agencies. Provides organizational and workforce development services for state agencies, including competency analysis, employee selection and development activities and workforce planning assistance.

Testing and Recruiting Center

Provides a process whereby applicants for classified positions are evaluated through a validated, objective, and merit-based written examination and given scores that will assist state agencies in making effective hiring decisions.

*At the time of publication, the organizational structure of these divisions were transitioning to more specialized fuctions. Please see SCS Restructure 2023 for more information.

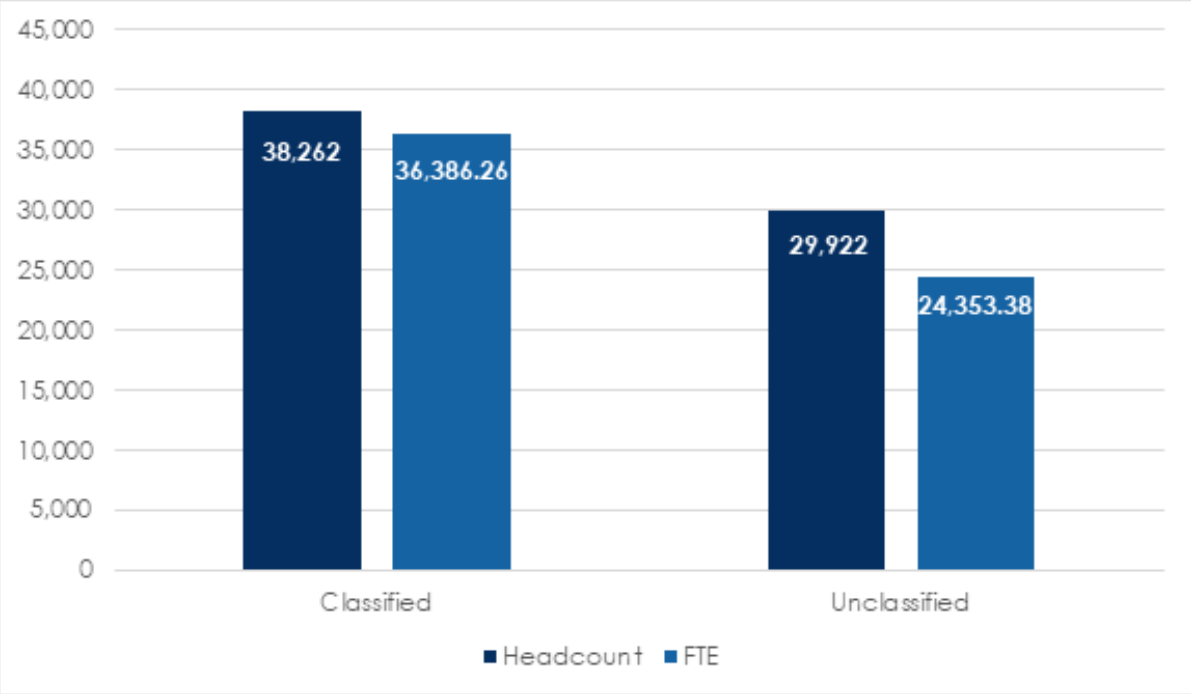
WORKFORCE DEMOGRAPHICS

STATEWIDE EMPLOYEE COUNT: CLASSIFIED vs. UNCLASSIFIED

The chart below depicts the headcount and full-time equivalents (FTE) of classified employees vs. unclassified employees in Louisiana's state government workforce.

- A classified employee provides services to and for the State or any of its instrumentalities.
- Unclassified employees are specifically named in Article X of the Constitution and include, but are not limited to: elected officials, gubernatorial appointees, teaching and professional staff at universities, and members of the military.

State Civil Service has governing authority over classified employees only.



Headcount: Represents the actual number of employees.

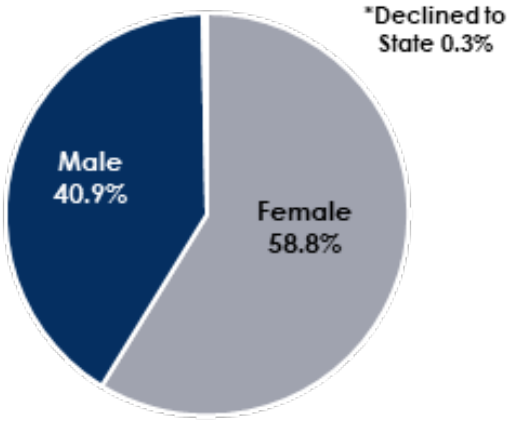
FTE: Represents the full time or part time assignment of employees. The FTE is .50 for an employee hired to work 20 hours per week. An agency with two employees (headcount) working each 20 hours per week = 1 FTE.

WORKFORCE DEMOGRAPHICS

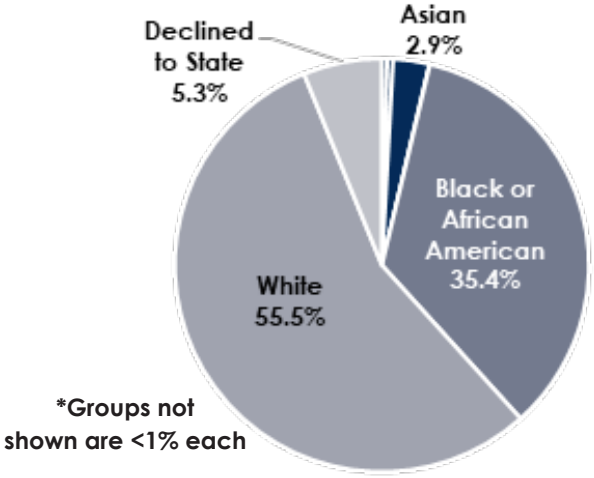
The following information reflects the demographics of the 68,184 employees of Louisiana state government at the end of Fiscal Year 2022-2023. Data includes both classified and unclassified employees.

STATEWIDE GENDER HEADCOUNT

Gender	Count
Female	40,064
Male	27,888
Declined To State	232



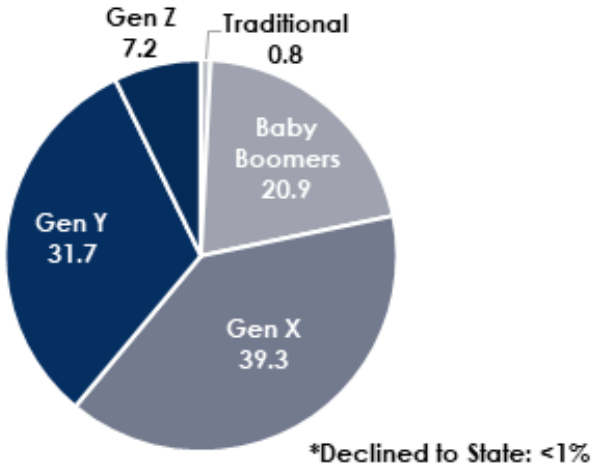
STATEWIDE RACE HEADCOUNT



Race	Count
American Indian or Alaskan Native*	290
Asian	1,961
Black or African American	24,110
Multi-Racial*	325
Native Hawaiian or Other Pacific Islander*	31
White	37,830
Declined To State	3,637

STATEWIDE GENERATION HEADCOUNT

Generation	Count
Traditional Workers (born before 1946)	537
Baby Boomers (1946-1964)	14,269
Generation X (1965-1980)	26,825
Millennials/Gen Y (1981-1996)	21,630
Generation Z (born after 1996)	4,899
Declined To State	24

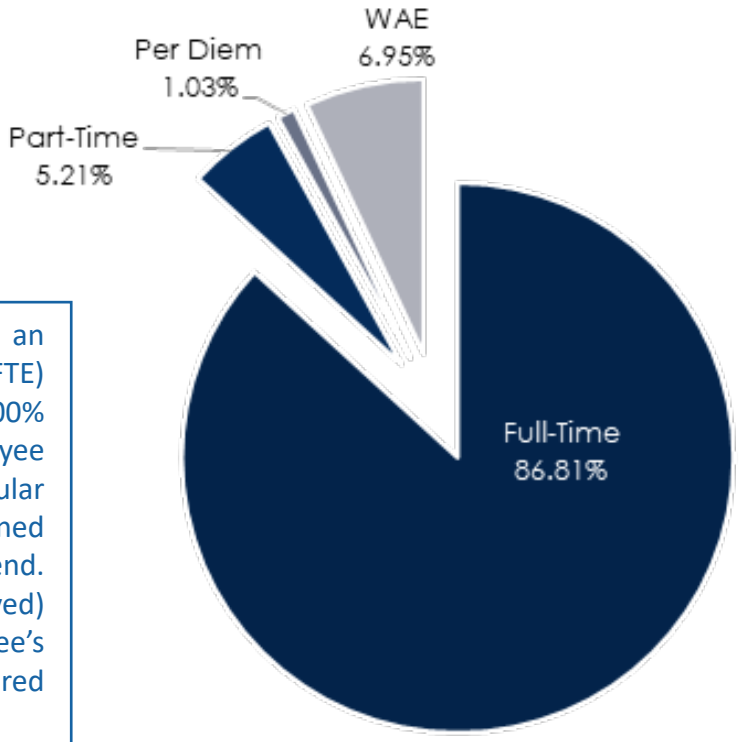


WORKFORCE DEMOGRAPHICS

STATEWIDE EMPLOYEE HEADCOUNT BY EMPLOYEE GROUP

Includes Classified and Unclassified Employees

Employee Group	Count
Full-Time	59,192
Part-Time	3,549
Per Diem	701
WAE	4,742



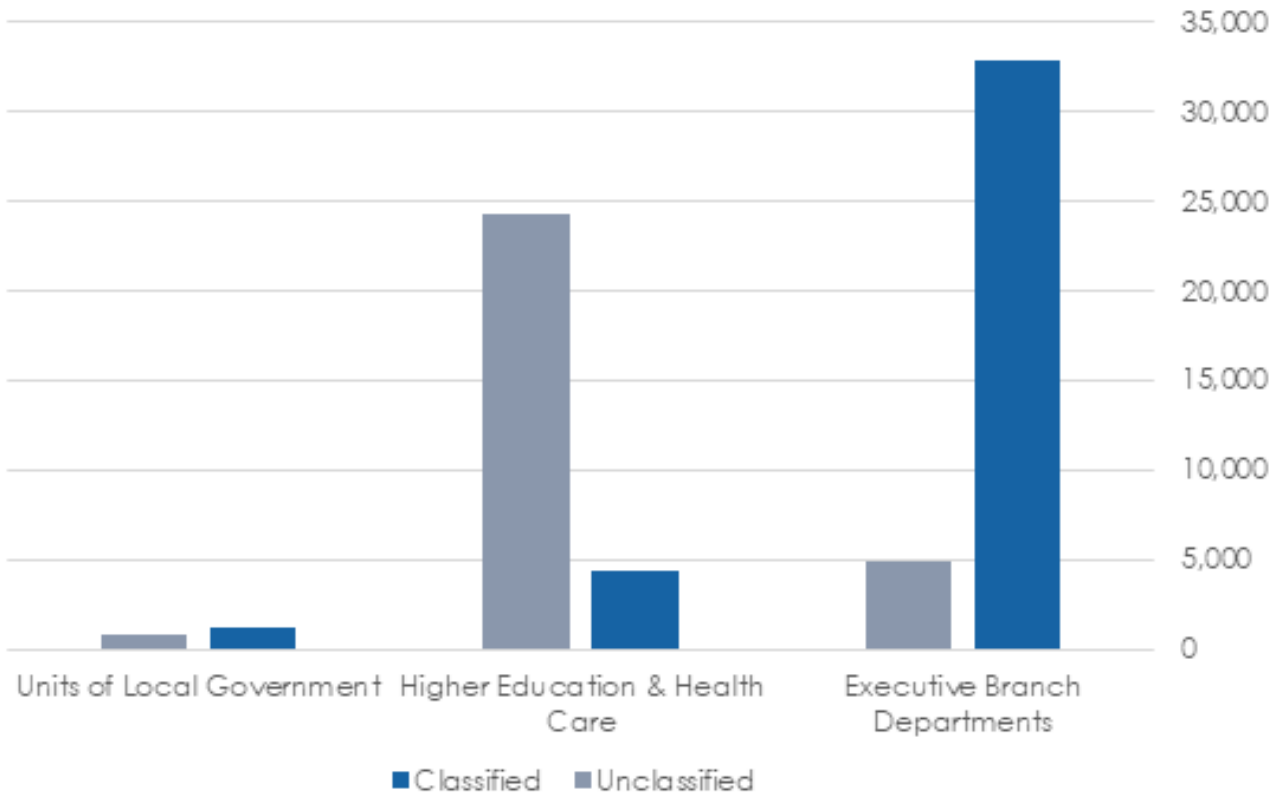
Employee group is determined by an employee's full-time equivalency (FTE) percent. A full-time employee has a 100% FTE percent while a part-time employee will have less than 100% FTE on a regular basis. A Per Diem designation is assigned to an employee paid by a daily stipend. A WAE (While Actually Employed) designation is given when an employee's position involves duties considered seasonal, temporary or intermittent.



WORKFORCE DEMOGRAPHICS

STATEWIDE EMPLOYEE HEADCOUNT BY AGENCY TYPE

Includes Classified and Unclassified Employees



At the close of Fiscal Year 2022-2023, Louisiana state government employed 68,184 employees. This workforce consisted of 38,262 classified employees and 29,922 unclassified employees. Employees are categorized by agency in which they are employed. The graph above and the chart below depict the number of employees by agency type: Executive Branch Departments, Higher Education[1] and Health Care[2] and Units Local of Government[3].

Agency Type	Classified Headcount	Unclassified Headcount
Executive Branch Departments	32,780	4,869
Higher Education & Health Care	4,348	24,293
Units of Local Government	1,134	760

1. Higher Education: includes Universities, Community Colleges, Technical Colleges, and Health Care Services.
2. Health Care Services: includes Medical Centers and the Louisiana State University Health Services Division.
3. Units of Local Government: includes employees of local governments who are subject to State Civil Service Rules.

DEPARTMENT HEADCOUNTS

The following table represents the headcount (classified and unclassified) by Department at the close of FY 22-23. Headcount is considered the number of actual employees.

Category	Department or Agency Type	Employees
Executive Branch	Louisiana Department of Health	8,118
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,708
Executive Branch	Department of Transportation & Development	4,215
Executive Branch	Executive Department (including DOA, Gov's Office, National Guard, GOHSEP, OCPR, OGB, OFI, etc.)	4,060
Executive Branch	Department of Children & Family Services	3,900
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,707
Executive Branch	Department of Education	1,208
Executive Branch	Louisiana Workforce Commission	956
Executive Branch	Department of State (includes Registrars of Voters)	776
Executive Branch	Department of Wildlife & Fisheries	775
Executive Branch	Department of Culture, Recreation & Tourism	765
Executive Branch	Department of Veterans' Affairs	760
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	748
Executive Branch	Department of Environmental Quality	716
Executive Branch	Department of Revenue	684
Executive Branch	Department of Agriculture	615
Executive Branch	Department of Justice	547
Executive Branch	Retirement Systems (LASERS, Teachers, School Employees, State Police)	323
Executive Branch	Department of Natural Resources	314
Executive Branch	Civil Service Agencies; SCS, Ethics, Division of Administrative Law, Municipal Fire & Police	232
Executive Branch	Department of Insurance	224
Executive Branch	Department of Economic Development	108
Executive Branch	Department of Treasury	80
Executive Branch	Public Service Commission	77
Executive Branch	Lieutenant Governor's Office	23
Executive Branch	Independent	10
Higher Ed & Health Care	Higher Education	28,178
Higher Ed & Health Care	Health Care Services	463
Quasi-State Agencies	Ports, Levee Boards, Fresh Water Districts	1,134
Quasi-State Agencies	Housing Authorities	739
Quasi-State Agencies	Executive Department	11
Quasi-State Agencies	Louisiana Law Institute	6
Quasi-State Agencies	Independent	4

DEPARTMENT FULL TIME EQUIVALENTS

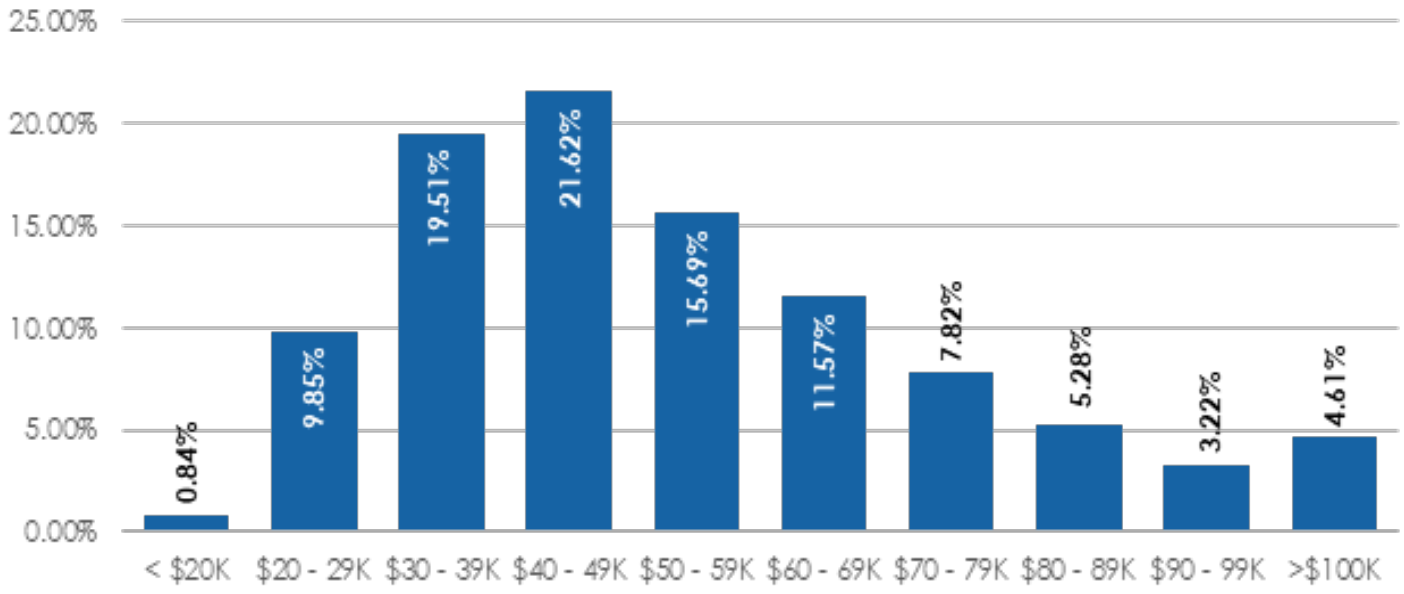
The following table represents the Full Time Equivalents (FTE) by Department (classified and unclassified) at the close of FY 22-23.

Category	Department or Agency Type	FTE Value
Executive Branch	Louisiana Department of Health	7,407.53
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,450.20
Executive Branch	Department of Transportation & Development	4,146.00
Executive Branch	Department of Children & Family Services	3,751.50
Executive Branch	Executive Department (including DOA, Gov's Office, National Guard, GOHSEP, OCPR, OGB, OFI, etc.)	3,594.19
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,439.80
Executive Branch	Department of Education	1,037.70
Executive Branch	Louisiana Workforce Commission	846.62
Executive Branch	Department of Wildlife & Fisheries	741.35
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	723.00
Executive Branch	Department of Environmental Quality	684.00
Executive Branch	Department of Veterans' Affairs	669.00
Executive Branch	Department of Revenue	624.10
Executive Branch	Department of Agriculture	581.00
Executive Branch	Department of Culture, Recreation & Tourism	544.50
Executive Branch	Department of State (includes Registrars of Voters)	533.00
Executive Branch	Department of Justice	518.95
Executive Branch	Department of Natural Resources	287.00
Executive Branch	Retirement Systems (LASERS, Teachers, School Employees, State Police)	286.00
Executive Branch	Department of Insurance	213.00
Executive Branch	Civil Service Agencies (SCS, Ethics, Division of Administrative Law, Municipal Fire & Police)	175.00
Executive Branch	Department of Economic Development	104.00
Executive Branch	Public Service Commission	76.50
Executive Branch	Department of Treasury	67.00
Executive Branch	Lieutenant Governor's Office	21.00
Executive Branch	Independent	2.00
Higher Ed & Health Care	Higher Education	24,485.93
Higher Ed & Health Care	Health Care Services	408.08
Quasi-State Agencies	Ports, Levee Boards	912.30
Quasi-State Agencies	Housing Authorities	401.39
Quasi-State Agencies	Independents	4.00
Quasi-State Agencies	Executive Department	3.00
Quasi-State Agencies	Legislative	1.00

CLASSIFIED SERVICE STATISTICS

Salary Distribution of Full-Time Classified Employees

The graph below represents the salary distribution of classified state employees. As depicted in the chart, more than 48 percent of the classified workforce earns an annual salary of more than $50,000.

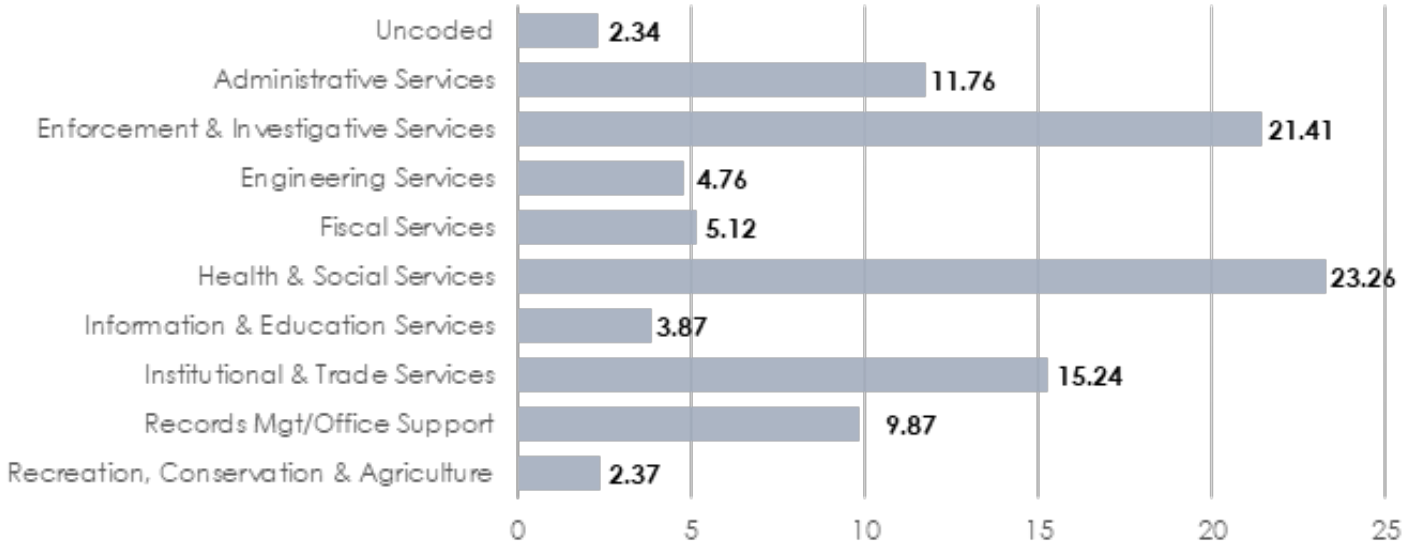




CLASSIFIED SERVICE STATISTICS

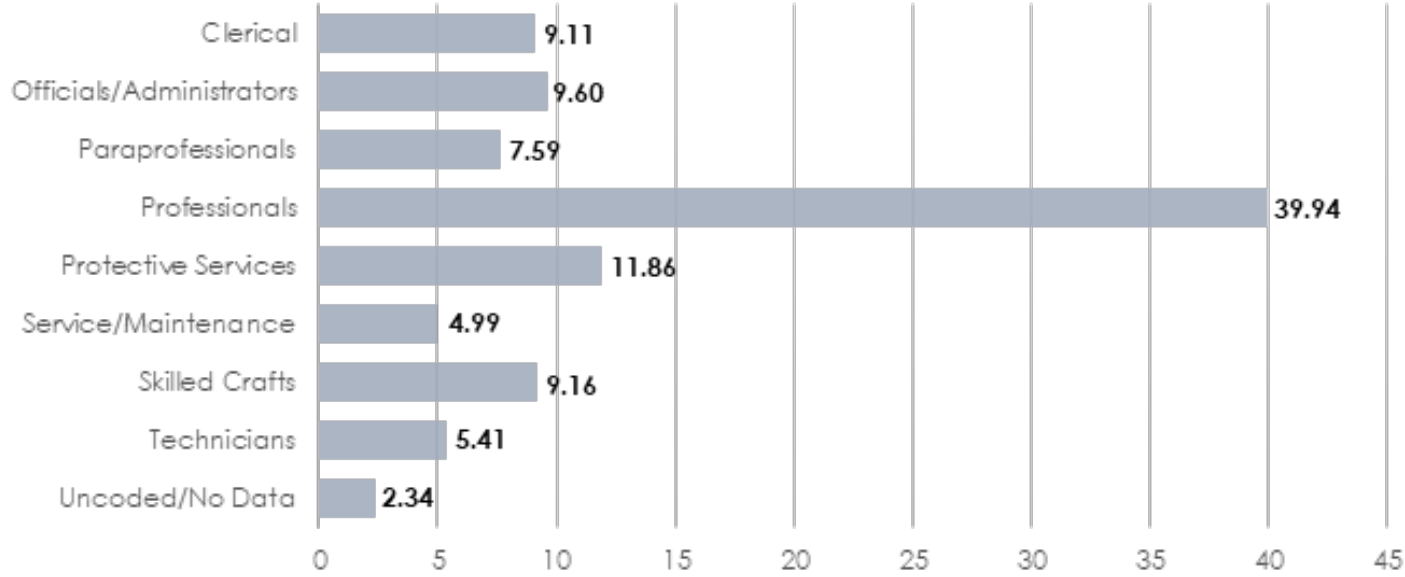
Classified Employees by Occupational Group

The graph below depicts the occupational groups of classified state employees at the close of FY 22-23.



Classified Employees by EEO-4 Category

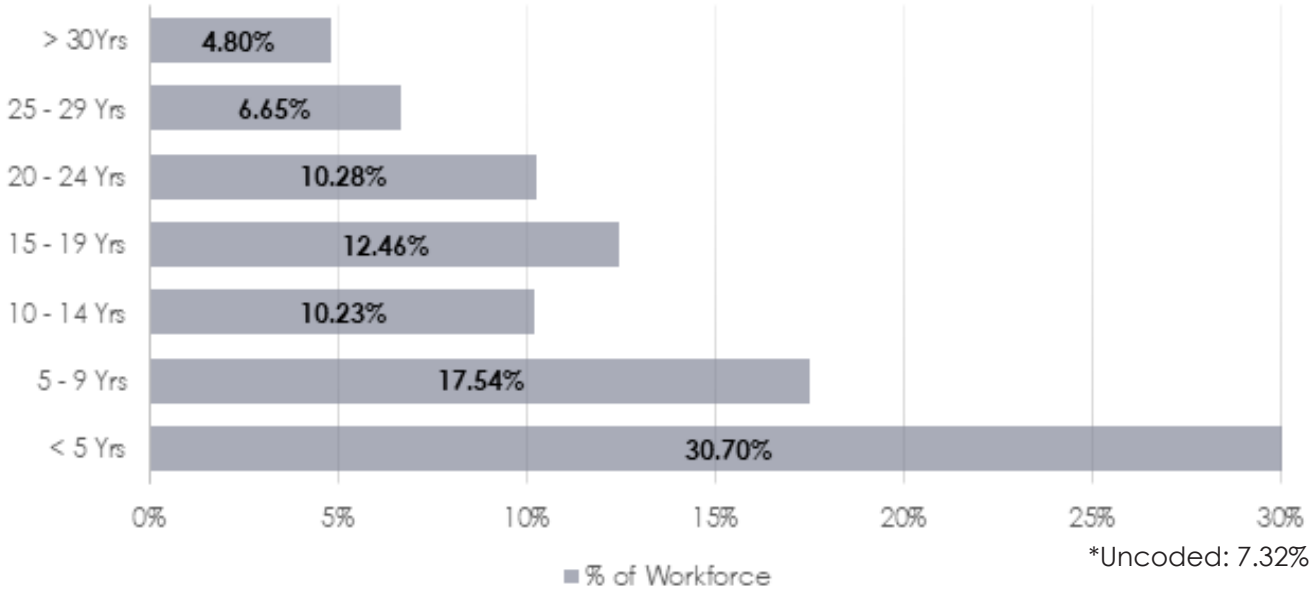
Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. The graph below depicts the state's classified workforce by EEO-4 category at the close of FY 22-23.



CLASSIFIED SERVICE STATISTICS

Length of Service – Classified Employees

The data represented below indicates that at the close of FY 22-23, more than 48 percent of classified employees had less than ten years of state service. Career service employees with more than twenty years of service comprise almost 22 percent of the workforce.



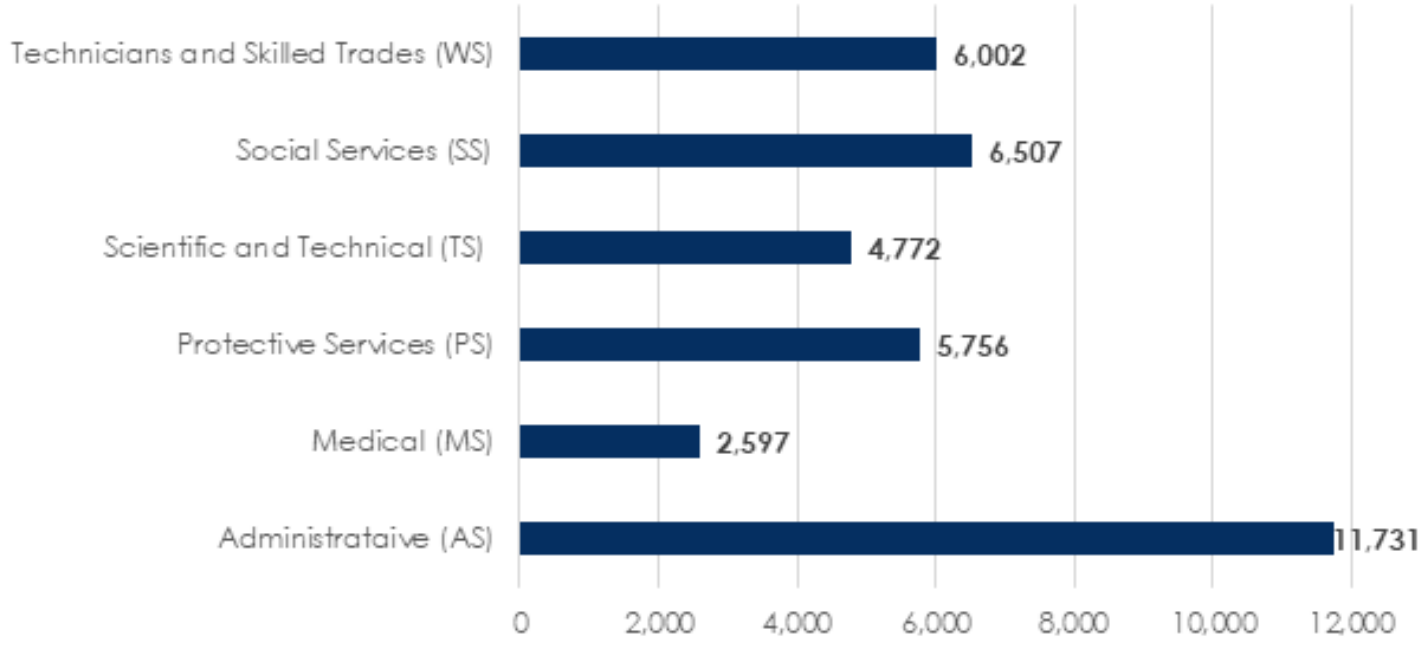
*Uncoded: 7.32%



CLASSIFIED SERVICE STATISTICS

Number of Classified Employees by Pay Schedule

The graph below represents the number of classified state employees by pay schedule at the close of FY 22-23.



*Note: The number of classified employees by pay schedule does not include employees of Louisiana State Police.



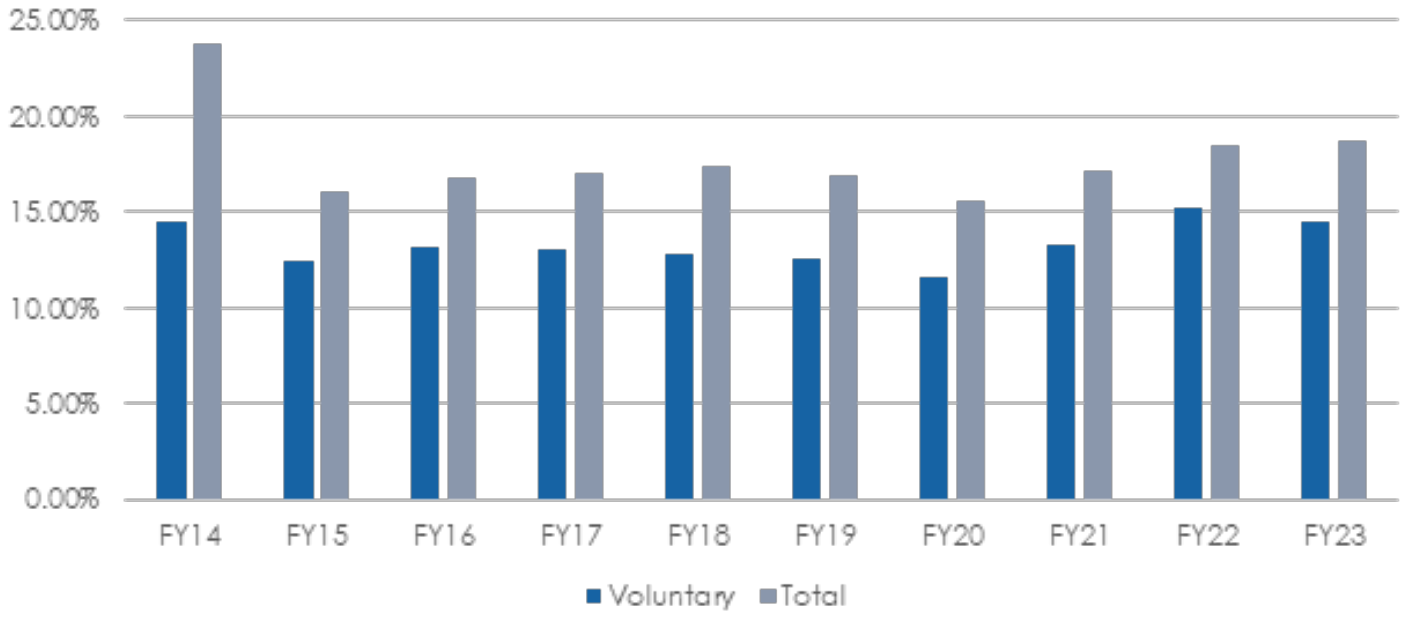
CLASSIFIED SERVICE STATISTICS

Classified Employee Turnover

The data presented in the graph below is based on an analysis of the number of classified employees serving in non-temporary positions who separated from state service during each fiscal year presented. This data does not reflect the following: separations of unclassified employees, separations of temporary classified employees and transfers from one state agency to another.

The data represents Voluntary Turnover, (separation from state service due to resignation, retirement or death) and Total Turnover (Voluntary Turnover plus Involuntary Turnover). Involuntary Turnover represents separation from state service through dismissal, layoff, separation during probationary period, or non-disciplinary removals.

Fiscal Year 2022-2023
Voluntary Turnover: 14.54%
Total Turnover: 18.69%



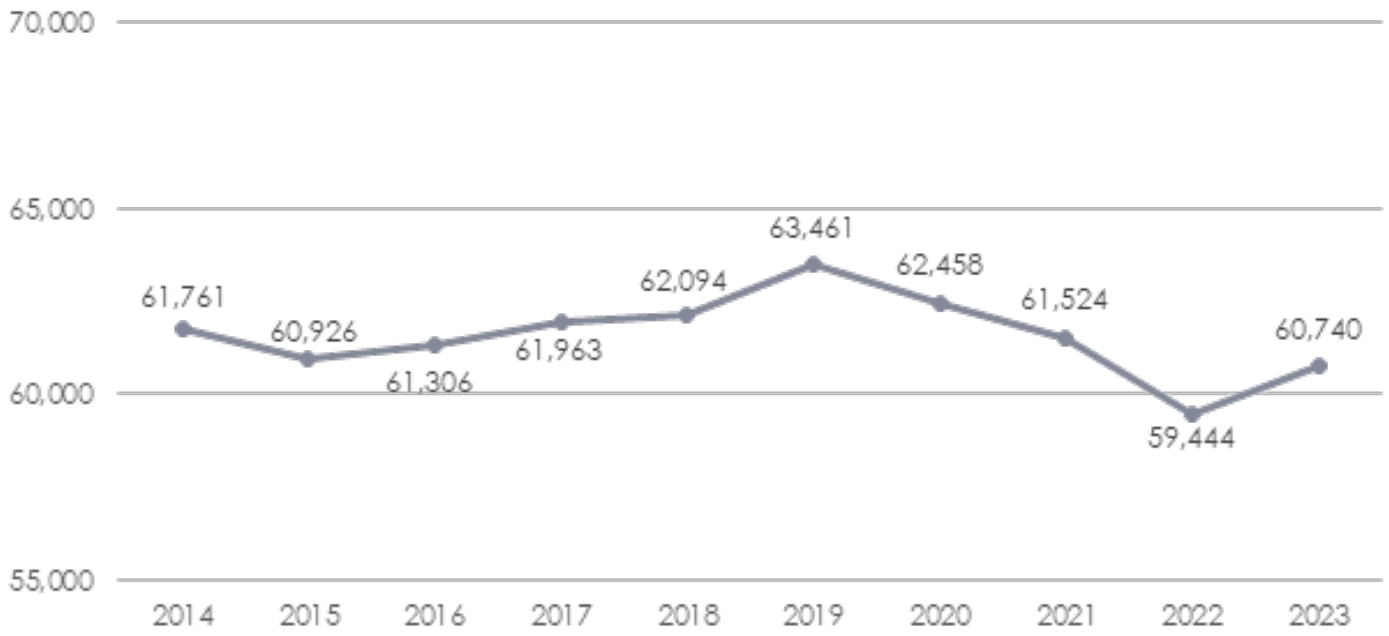
Trend of Turnover Rates for Classified Employees										
	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
Voluntary	14.53%	12.38%	13.14%	13.10%	12.86%	12.59%	11.63%	13.29%	15.16%	14.54%
Total	23.78%	16.09%	16.79%	17.01%	17.35%	16.89%	15.52%	17.13%	18.42%	18.69%

NOTE: The privatization of state hospitals and the corresponding layoffs during Fiscal Year 13-14, in conjunction with a large number of retirements, contributed to the increase in statewide total turnover.

WORKFORCE TRENDS

FTE Employment Levels

The chart below depicts employment levels in Louisiana state government from Fiscal Year 2014 to Fiscal Year 2023. It represents the total Full-Time Equivalents for both classified and unclassified.



Trend of State Employment Levels 2014 – 2023									
(Total Full-Time Equivalents – Classified & Unclassified)									
2014	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**
61,761	60,926	61,306	61,963	62,094	63,461	62,458	61,524	59,444	60,740

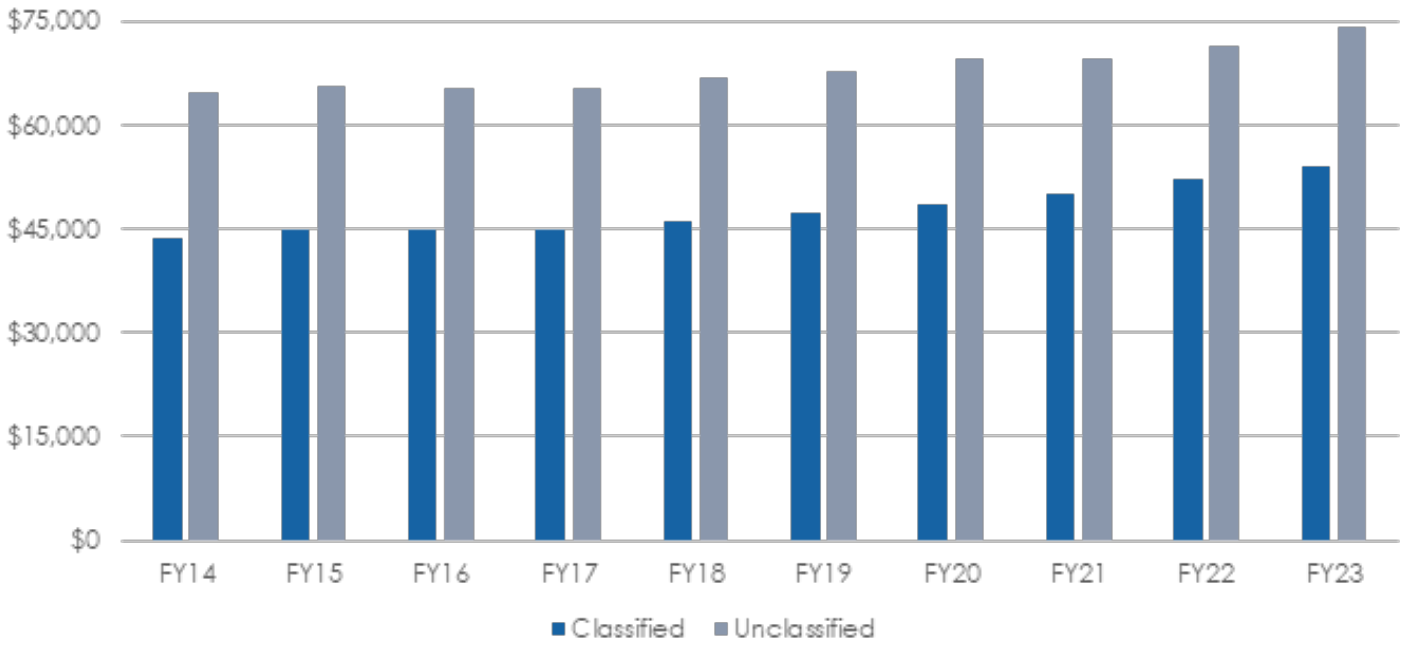
WORKFORCE TRENDS

Average Annual Pay Rate

The chart below depicts the average annual rate of base pay of for full-time classified employees compared to full-time unclassified employees.

*Note: The annual rates of pay do not include rates of pay for State Police.

Fiscal Year 2022-2023
CLASSIFIED: $53,684 vs. UNCLASSIFIED: $74,044



Trend of Average Annual Pay Rates for Full-Time Employees (*does not include State Police)										
	FY14	**FY15**	**FY16**	**FY17**	**FY18**	**FY19**	**FY20**	**FY21**	**FY22**	**FY23**
Classified	$43,525	$44,738	$44,907	$44,737	$46,102	$47,237	$48,583	$50,055	$52,046	$53,684
Unclassified	$64,784	$65,694	$65,414	$65,357	$66,816	$67,724	$69,597	$69,652	$71,476	$74,044

FISCAL YEAR REPORTS

The following reports are available upon request. Please contact the Public Information Office at the Department of State Civil Service at 225.219.9462 for more information.

Report on State Employment

This report is compiled by using information collected and maintained pursuant to La. R.S. 42:289 and La. R.S. 42:290. Data is collected by the Department of State Civil Service on a weekly basis and reflects actual data reported by state agencies. This report can be accessed on the Department's website: http://www.civilservice.louisiana.gov/Publications/WeeklyReport.aspx.

Annual Pay Plan Review

State Civil Service is required by Civil Service Rule 6.2 to conduct an annual review of the compensation plan for classified state employees and to recommend appropriate changes based upon the results. The purpose of this review is to provide an analysis of the health of the SCS pay schedules as compared to the market in order to remain competitive in recruiting and retaining qualified personnel. Copies of this report are available upon request.

Report on Spanish Speaking Persons

This report was prepared in response to House Concurrent Resolution Number 110 of the 2010 Regular Session of the Legislature. On an annual basis, the report provides information regarding delivery of services to Spanish speaking persons with limited English proficiency. Copies of this report are available upon request.

Workforce Utilization Report

This report is prepared in compliance with House Concurrent Resolution Number 10 of the 1980 Regular Session of the Louisiana Legislature. It contains data on the employment of women and minorities in state government. Copies of this report are available by request.

FY2022-2023 Annual Payments Report

Prepared for the State Civil Service Commission, this report outlines payments by state agencies made under Civil Service Rules for Rewards and Recognition, Optional Pay, Attainment of Advance Degree and Gainsharing & Exceptional Performance Activity. Copies of this report are available by request.

FY2022-2023 Annual Turnover Report

Prepared for the State Civil Service Commission, this report contains data classified employee turnover. Copies of this report are available upon request.

FY2022-2023 Report on Turnover Rates

Prepared for the Joint Legislative Committee on the Budget, this report is compiled in accordance with La. R.S. 42:1601. The report outlines the turnover and turnover rate for each agency and the costs associated with the turnover, the five job classifications with the highest turnover rate and the five agencies and job classifications for which cost of turnover is the highest. Copies of this report are available upon request.

Report on State Employee Layoffs

Prepared monthly for the Louisiana State Legislature, this report outlines the number of positions targeted for abolishment and the number of employees actually laid off from state service. Copies of this report are available upon request.

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