

State Civil Service Annual Report

FISCAL YEAR 2023-2024

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 2023-2024 Annual Report, which underscores the commitment of Louisiana's public servants to improve the well-being and quality of life for all citizens, as highlighted by the State Civil Service Commission.

At State Civil Service, we believe that every citizen deserves exceptional service from their state government. Our comprehensive human resources program aims to attract, develop, and retain a skilled workforce dedicated to this mission. We recognize the vital contributions of our state employees, who help realize Louisiana's vision. Alongside the State Civil Service Commission, we are committed to supporting and promoting our employees' invaluable roles.

This report offers an overview of Louisiana's state government workforce as of June 30, 2024, including our goals, mission, workforce demographics, trends, and statistics. The workforce consists of two categories: classified and unclassified employees. Under the authority of the State Civil Service Commission, our department manages classified employees. For more details on the differences between these employee categories, please refer to Article X of the State Constitution.

On behalf of the State Civil Service Commission and the Department of State Civil Service, I would like to express our sincere gratitude to all state employees. We appreciate the opportunity to recognize their contributions both in the workplace and in our communities.

We acknowledge the essential roles of all state employees—both classified and unclassified—and are committed to providing innovative and efficient human resources programs. These initiatives empower our agencies to build and retain a qualified workforce dedicated to serving our citizens and attracting new business to Louisiana. Our state employees are instrumental in bringing Louisiana's vision to life, and as a leader in state government, I am truly grateful for their service.

I also extend my thanks to the State Civil Service Commission for its ongoing dedication and support of our department and the classified workforce. The Commission plays a crucial role in helping us establish an effective, low-cost human resources system that ensures quality results and accountability to the public.

Please take a moment to review our annual report and visit our website at civilservice.la.gov to learn more about our department. To learn more about Louisiana state government, please visit louisiana.gov.

Byron P. Decoteau, Jr.
State Civil Service Director
November 6, 2024

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

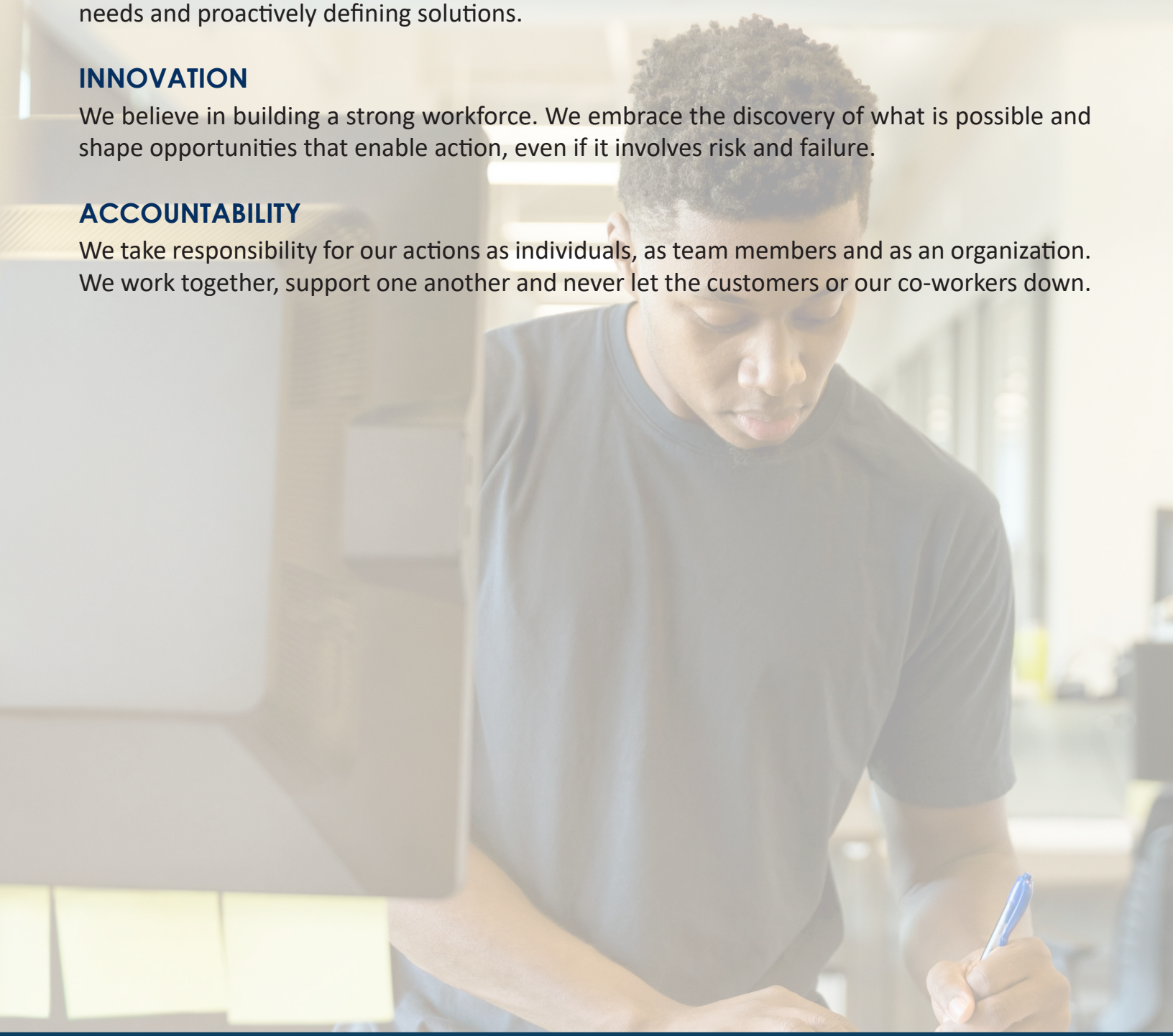
We acknowledge every stakeholder as a customer. We are committed to anticipating their needs and proactively defining solutions.

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.



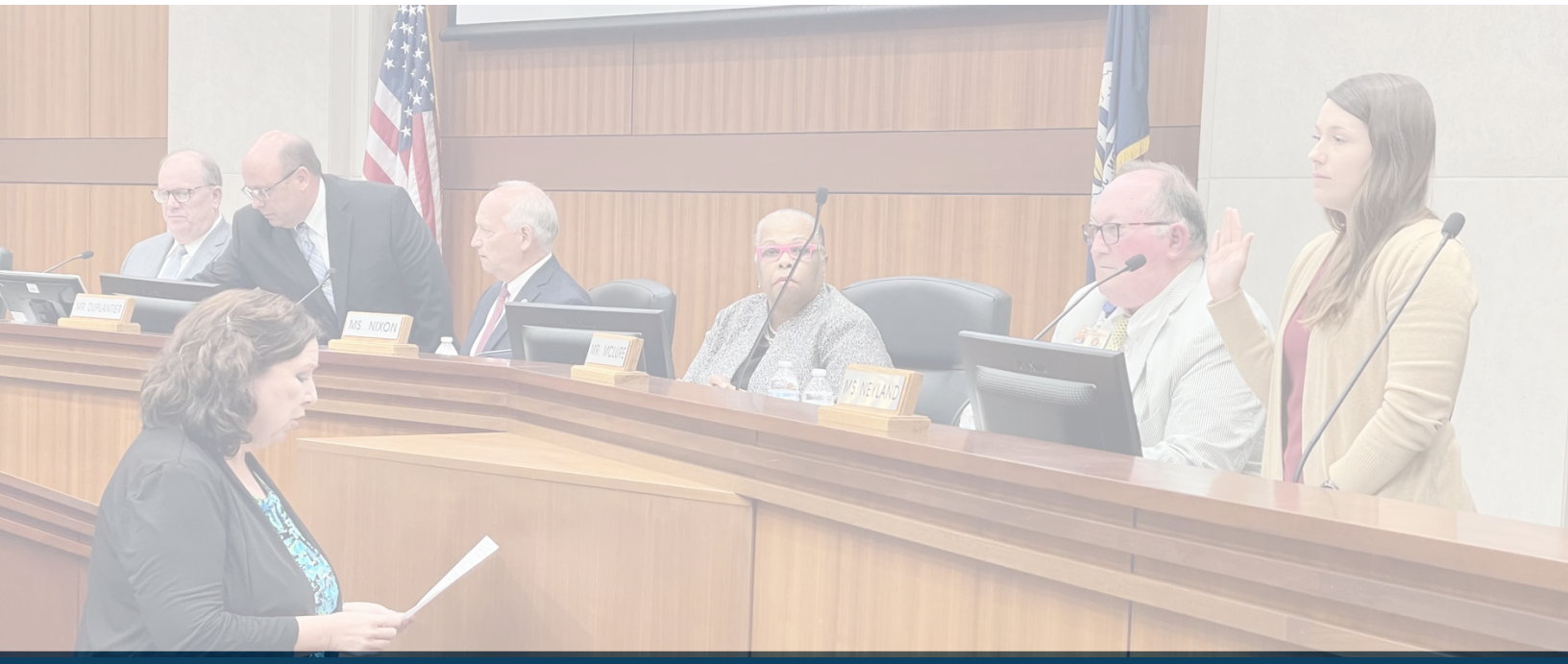
STATE CIVIL SERVICE COMMISSION

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 2023-2024

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
J. Stewart Gentry		12/10/2024	5th
Jo Ann Nixon	Dillard University	12/10/2026	3rd
Candes C. Carter	Xavier University	12/10/2028	2nd
Craig A. Netterville	Tulane University	12/10/2028	6th
Codi Plaisance	Employee Representative	4/30/2029	5th



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

Focuses on specific subject matters and functions to deliver effective and efficient consultation to state agencies to better serve the needs of our stakeholders: agency leaders and human resources community. In order to respond efficiently to the needs of state agencies, SCS has created four distinct divisions: Compensation, HR Program Support, Paper Agency Operations, and Talent Acquisition and Workforce Development.

Learning, Performance, and Culture

Support SCS's mission by providing award-winning instructional design of web-based and instructor-led training materials delivered through the Comprehensive Public Training Program. With the upcoming statewide implementation of an electronic performance management system, SCS is committed to providing as many resources to state agencies to allow for a seamless and efficient transition to the new system. LPC will be responsible for developing all resources dedicated to the new performance management system and any ongoing resource development needed.

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.

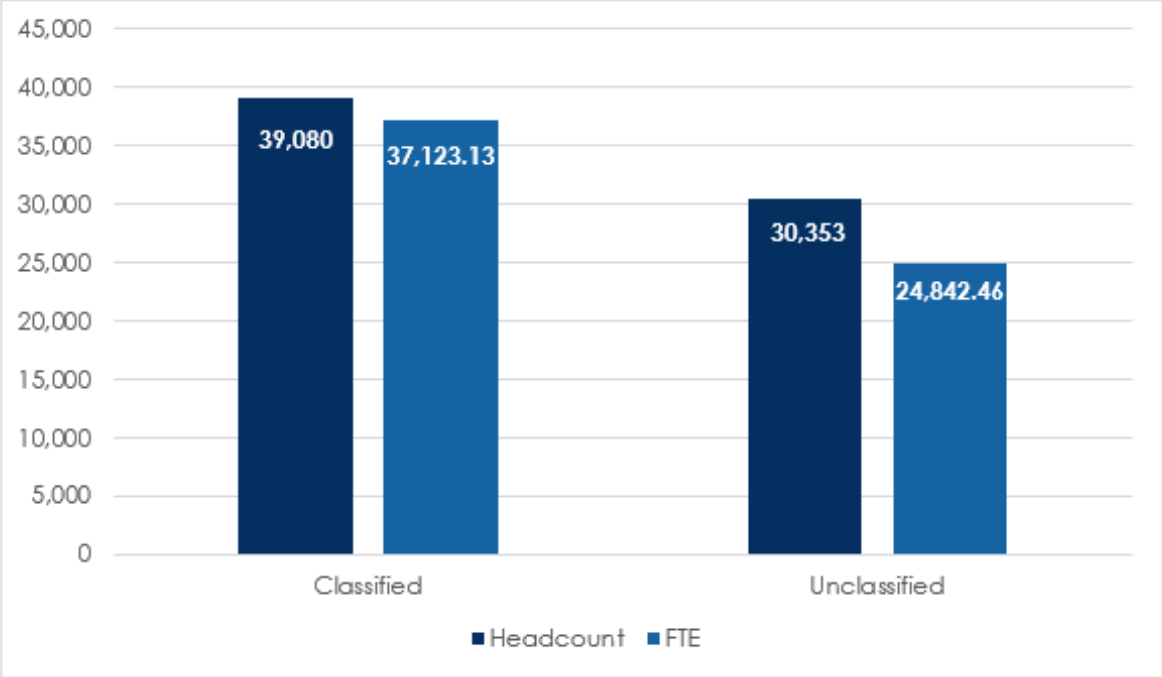
WORKFORCE DEMOGRAPHICS

STATEWIDE EMPLOYEE COUNT: CLASSIFIED vs. UNCLASSIFIED

The chart below depicts the headcount and full-time equivalence (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.

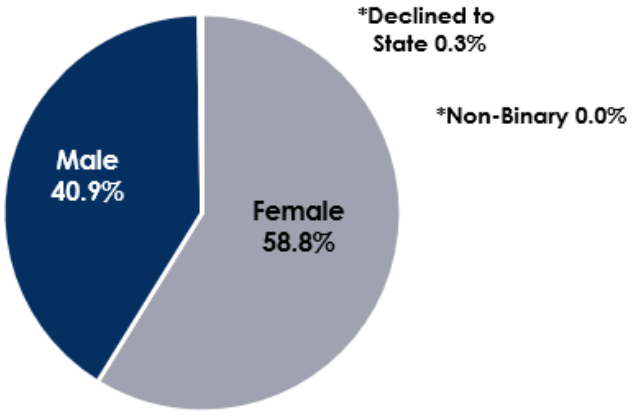
FTE: Represents the full time or part time assignment of employees. The FTE is .50 for an employee hired to work 20 hours per week. An agency with two employees (headcount) working each 20 hours per week = 1 FTE.

WORKFORCE DEMOGRAPHICS

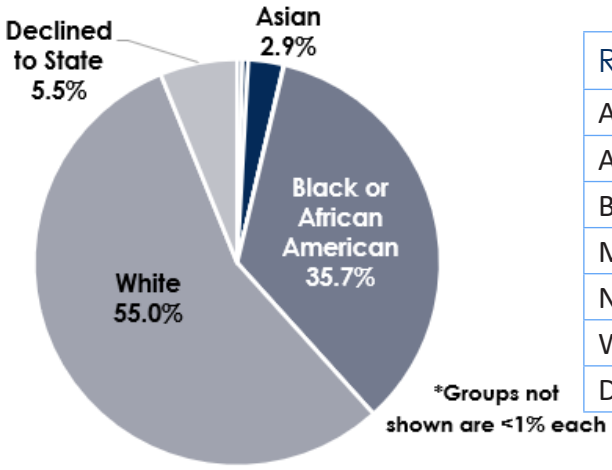
The following information reflects the demographics of the 69,433 employees of Louisiana state government at the end of Fiscal Year 2023-2024. Data includes both classified and unclassified employees.

STATEWIDE GENDER HEADCOUNT

Gender	Count
Female	40,828
Male	28,422
Declined To State*	174
Non-Binary*	9



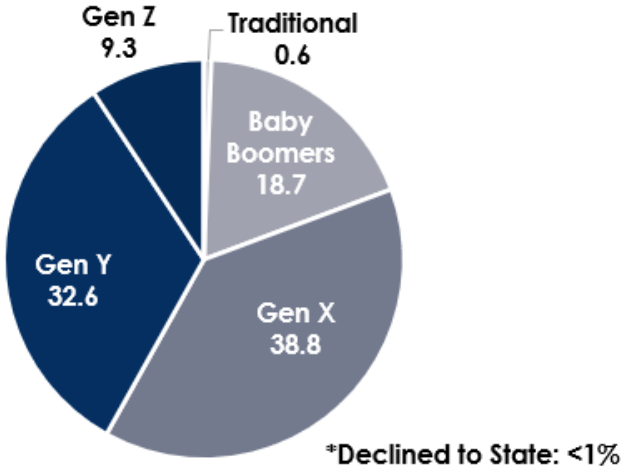
STATEWIDE RACE HEADCOUNT



Race	Count
American Indian or Alaskan Native*	294
Asian	2,011
Black or African American	24,762
Multi-Racial*	350
Native Hawaiian or Other Pacific Islander*	29
White	38,185
Declined To State	3,802

STATEWIDE GENERATION HEADCOUNT

Generation	Count
Traditional Workers (born before 1946)	440
Baby Boomers (1946-1964)	12,959
Generation X (1965-1980)	26,945
Millennials/Gen Y (1981-1996)	22,645
Generation Z (born after 1996)	6,435
Declined To State	9



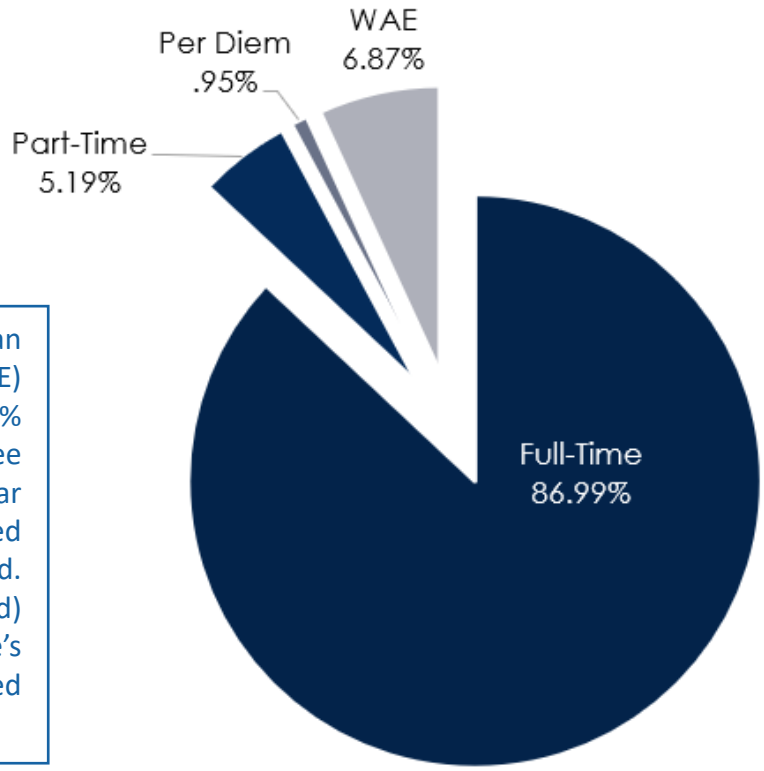
WORKFORCE DEMOGRAPHICS

STATEWIDE EMPLOYEE HEADCOUNT BY EMPLOYEE GROUP

Includes Classified and Unclassified Employees

Employee Group	Count
Full-Time	60,398
Part-Time	3,603
Per Diem	662
WAE	4,770

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.

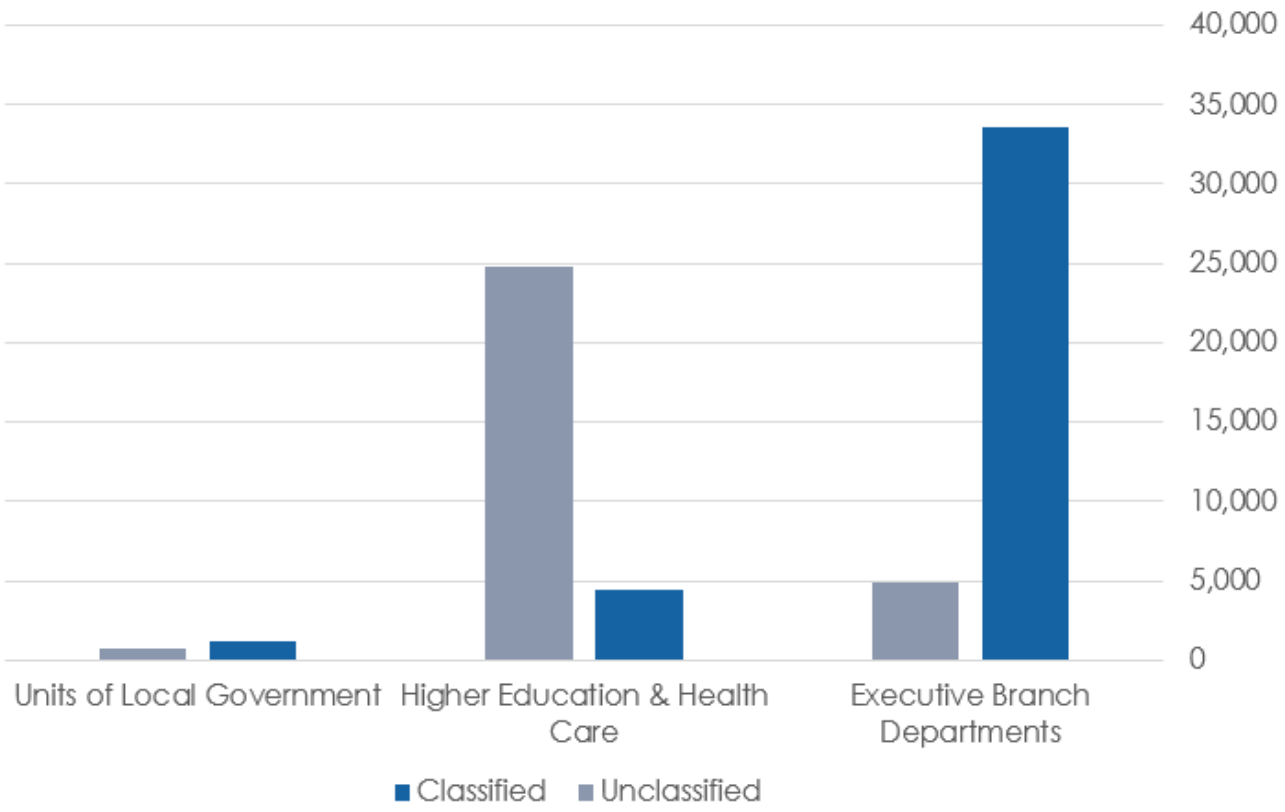




WORKFORCE DEMOGRAPHICS

STATEWIDE EMPLOYEE HEADCOUNT BY AGENCY TYPE

Includes Classified and Unclassified Employees



At the close of Fiscal Year 2023-2024, Louisiana state government employed 69,433 employees. This workforce consisted of 39,080 classified employees and 30,353 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	33,569	4,837
Higher Education & Health Care	4,381	24,801
Units of Local Government	1,130	715

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 23-24. Headcount is considered the number of actual employees.

Category	Department or Agency Type	Employees
Executive Branch	Louisiana Department of Health	8,239
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,918
Executive Branch	Department of Transportation & Development	4,358
Executive Branch	Executive Department (including DOA, Gov's Office, National Guard, GOHSEP, OCPR, OGB, OFI, etc.)	4,164
Executive Branch	Department of Children & Family Services	3,705
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,729
Executive Branch	Department of Education	1,280
Executive Branch	Louisiana Workforce Commission	933
Executive Branch	Department of Veterans' Affairs	849
Executive Branch	Department of State (includes Registrars of Voters)	826
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	823
Executive Branch	Department of Wildlife & Fisheries	803
Executive Branch	Department of Culture, Recreation & Tourism	773
Executive Branch	Department of Revenue	720
Executive Branch	Department of Environmental Quality	708
Executive Branch	Department of Agriculture	632
Executive Branch	Department of Justice	529
Executive Branch	Department of Energy and Natural Resources	339
Executive Branch	Retirement Systems (LASERS, Teachers, School Employees, State Police)	330
Executive Branch	Department of Insurance	230
Executive Branch	Civil Service Agencies; SCS, Ethics, Division of Administrative Law, Municipal Fire & Police	229
Executive Branch	Department of Economic Development	109
Executive Branch	Public Service Commission	78
Executive Branch	Department of Treasury	73
Executive Branch	Lieutenant Governor's Office	19
Executive Branch	Independent	10
Higher Ed & Health Care	Higher Education	28,727
Higher Ed & Health Care	Health Care Services	455
Quasi-State Agencies	Ports, Levee Boards, Fresh Water Districts	1,151
Quasi-State Agencies	Housing Authorities	669
Quasi-State Agencies	Executive Department	14
Quasi-State Agencies	Louisiana Law Institute	7
Quasi-State Agencies	Independent	4

DEPARTMENT FULL TIME EQUIVALENTS

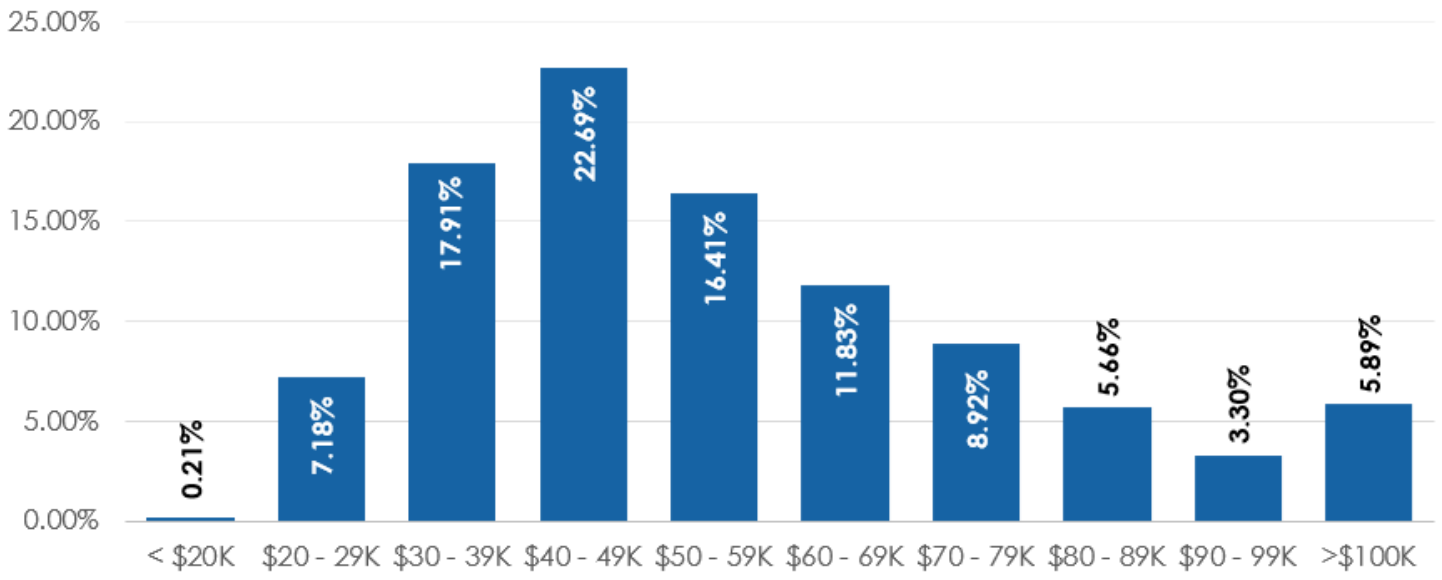
The following table represents the Full Time Equivalents (FTE) by Department (classified and unclassified) at the close of FY 23-24.

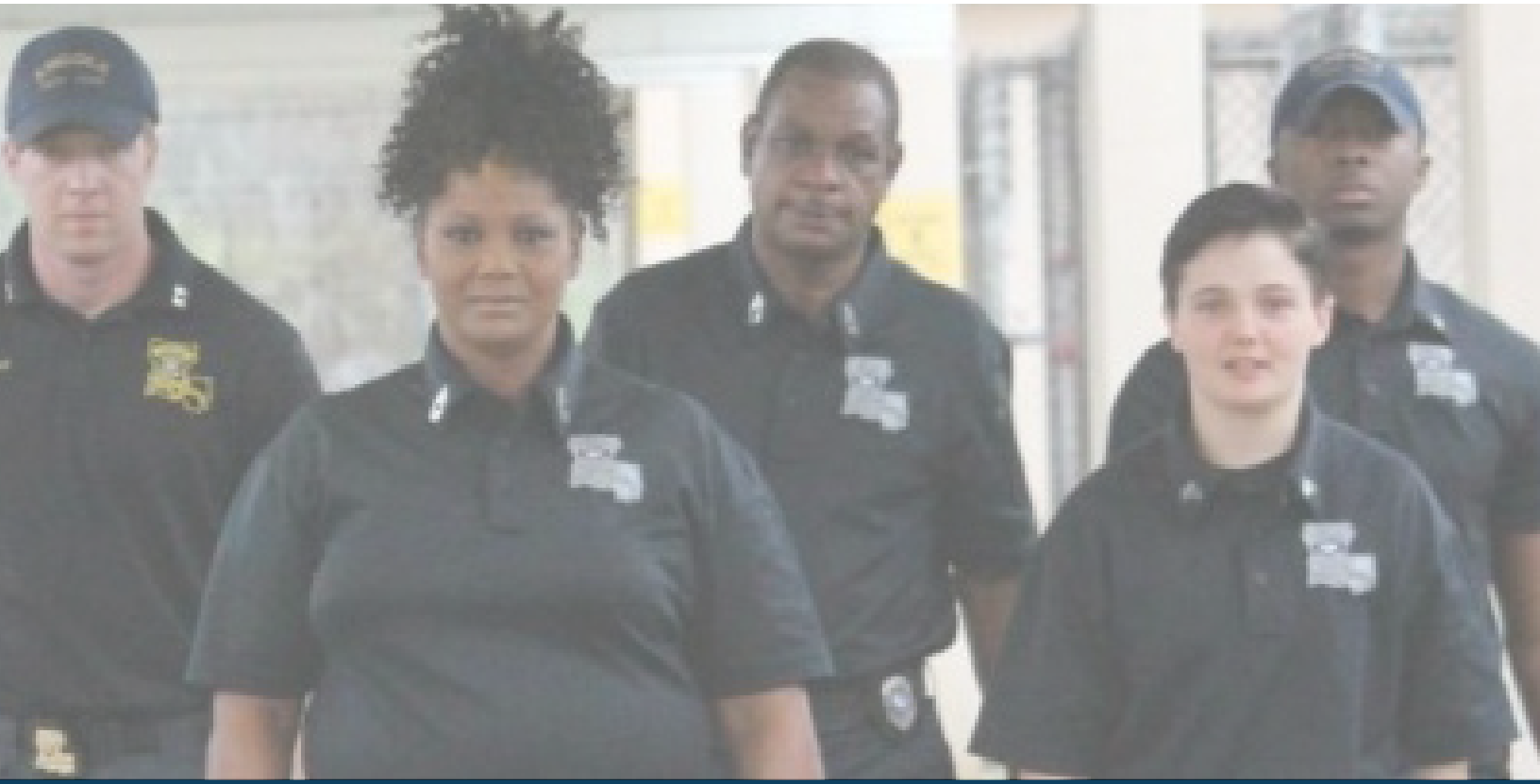
Category	Department or Agency Type	FTE Value
Executive Branch	Louisiana Department of Health	7,543.43
Executive Branch	Department of Public Safety & Corrections – Corrections Services	4,645.50
Executive Branch	Department of Transportation & Development	4,276.50
Executive Branch	Executive Department (including DOA, Gov's Office, National Guard, GOHSEP, OCPR, OGB, OFI, etc.)	3,692.11
Executive Branch	Department of Children & Family Services	3,588.50
Executive Branch	Department of Public Safety & Corrections – Public Safety Services	2,476.05
Executive Branch	Department of Education	1,082.20
Executive Branch	Louisiana Workforce Commission	833.50
Executive Branch	Department of Public Safety & Corrections – Office of Juvenile Justice	795.00
Executive Branch	Department of Wildlife & Fisheries	769.40
Executive Branch	Department of Veterans' Affairs	725.00
Executive Branch	Department of Environmental Quality	672.00
Executive Branch	Department of Revenue	663.55
Executive Branch	Department of Agriculture	598.00
Executive Branch	Department of State (includes Registrars of Voters)	578.50
Executive Branch	Department of Culture, Recreation & Tourism	559.00
Executive Branch	Department of Justice	501.75
Executive Branch	Department of Energy and Natural Resources	312.00
Executive Branch	Retirement Systems (LASERS, Teachers, School Employees, State Police)	293.00
Executive Branch	Department of Insurance	217.50
Executive Branch	Civil Service Agencies (SCS, Ethics, Division of Administrative Law, Municipal Fire & Police)	176.00
Executive Branch	Department of Economic Development	102.00
Executive Branch	Public Service Commission	77.00
Executive Branch	Department of Treasury	63.50
Executive Branch	Lieutenant Governor's Office	19.00
Executive Branch	Independent	2.00
Higher Ed & Health Care	Higher Education	24,985.22
Higher Ed & Health Care	Health Care Services	405.08
Quasi-State Agencies	Ports, Levee Boards	931.30
Quasi-State Agencies	Housing Authorities	372.00
Quasi-State Agencies	Independents	4.00
Quasi-State Agencies	Executive Department	4.00
Quasi-State Agencies	Legislative	2.00

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, almost 48 percent of the classified workforce earns an annual salary of less than $50,000.

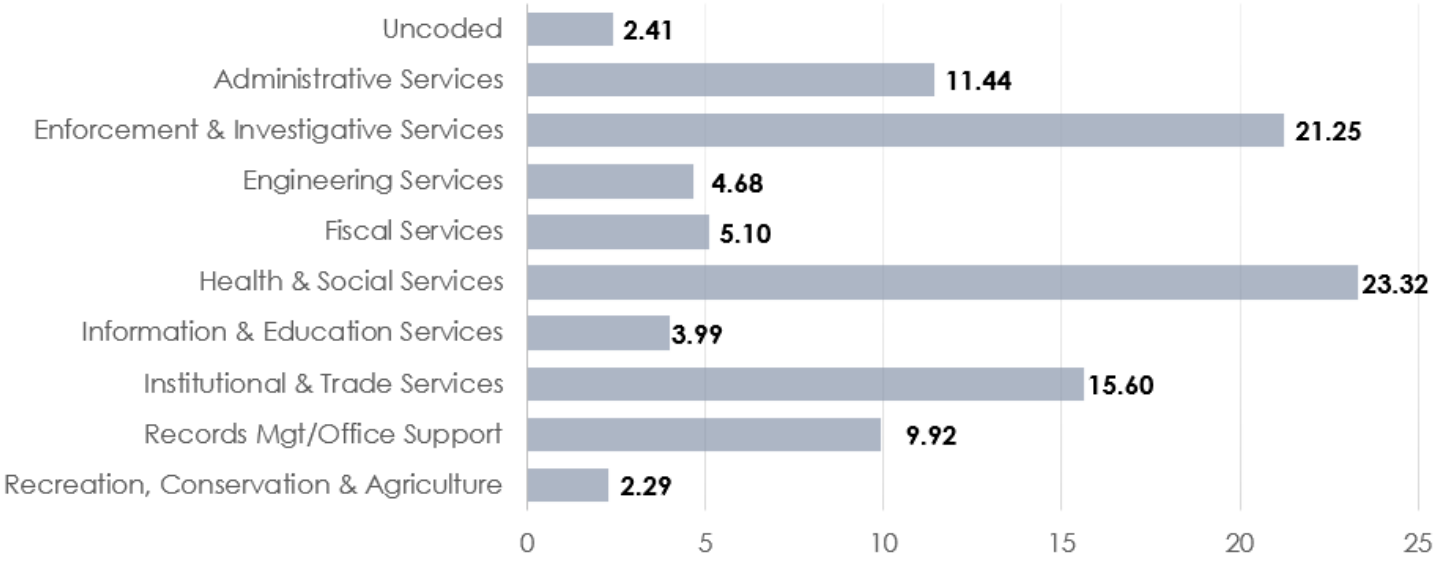




CLASSIFIED SERVICE STATISTICS

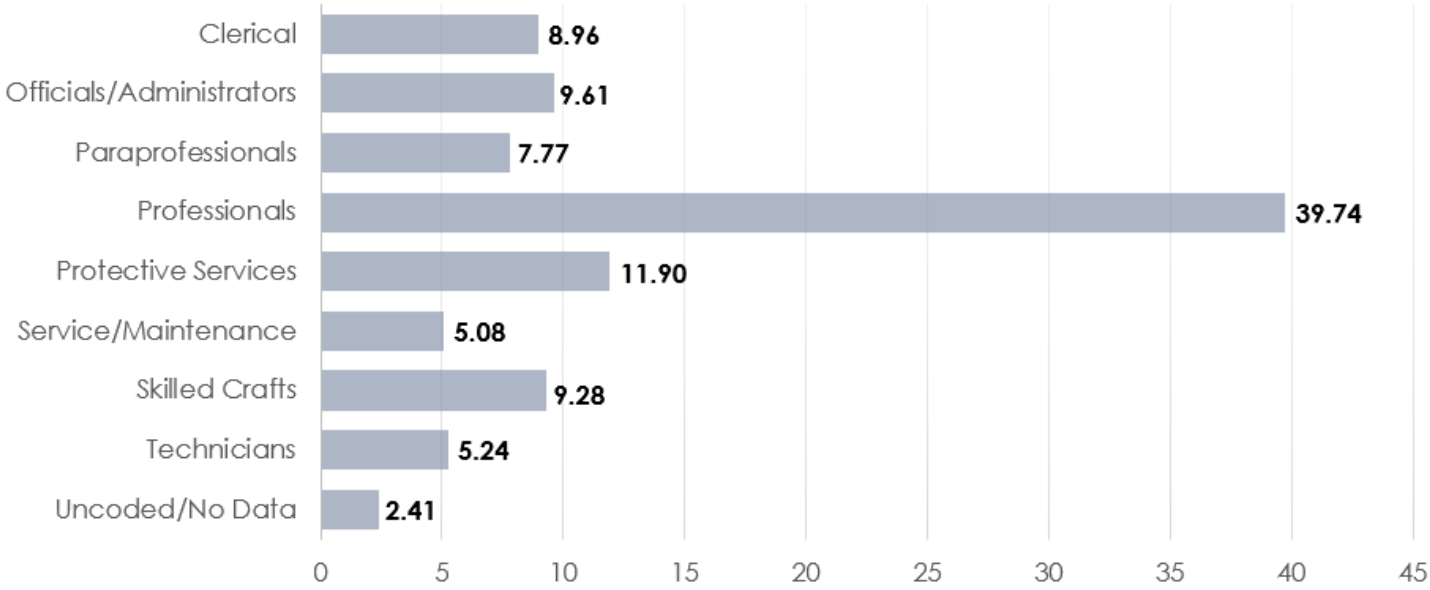
Classified Employees by Occupational Group

The graph below depicts the percentage of occupational groups of classified state employees at the close of FY 23-24.



Classified Employees by EEO-4 Category

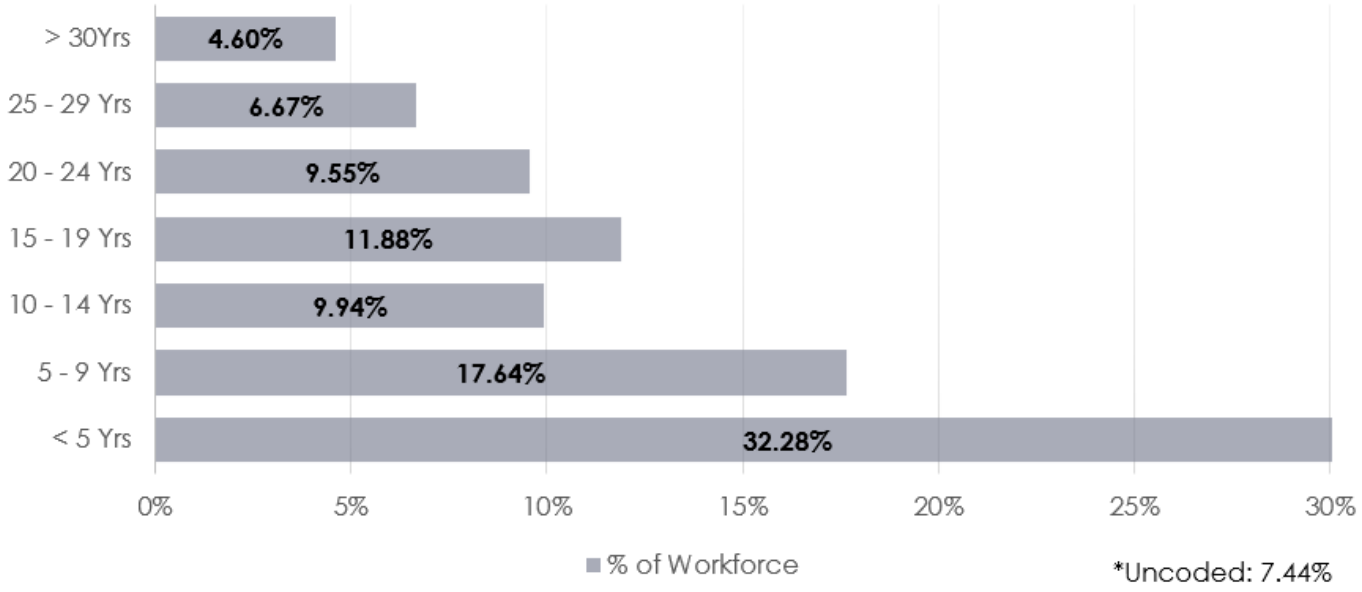
Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. The graph below depicts percentage of the state's classified workforce by EEO-4 category at the close of FY 23-24.



CLASSIFIED SERVICE STATISTICS

Length of Service – Classified Employees

The data represented below indicates that at the close of FY 23-24, almost 50 percent of classified employees had less than ten years of state service. Career service employees with more than twenty years of service comprise almost 21 percent of the workforce.

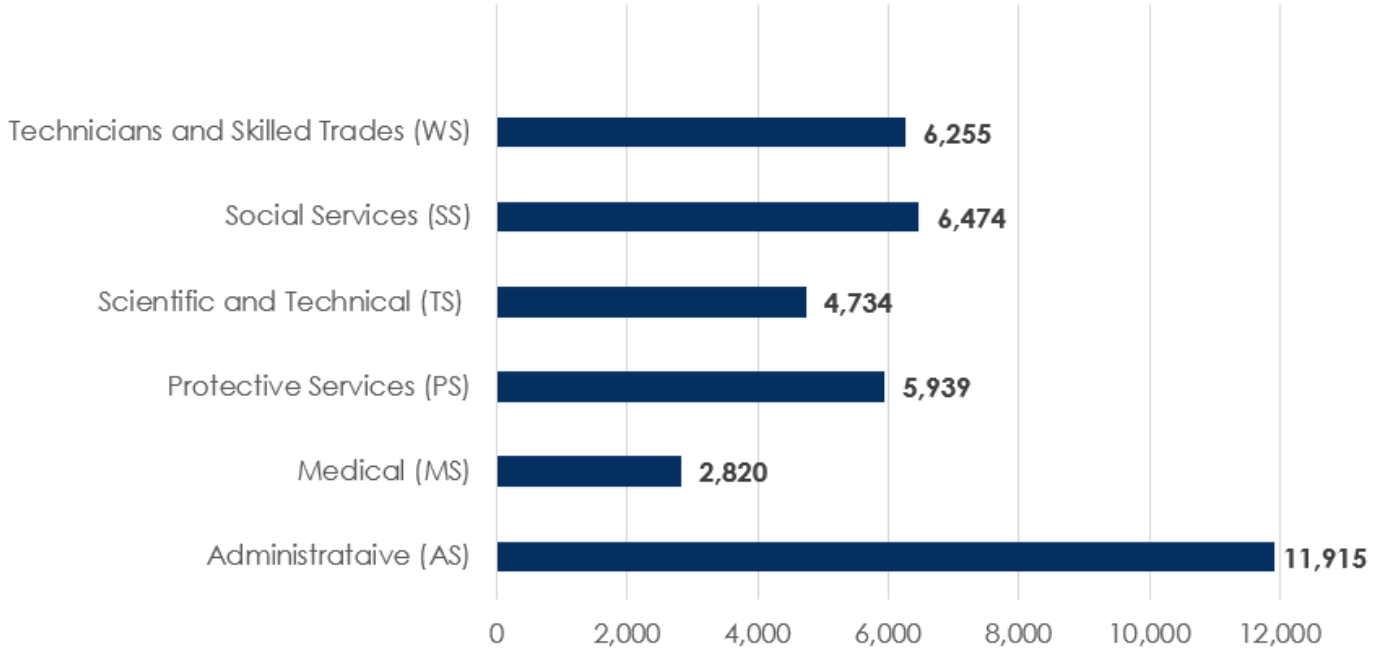




CLASSIFIED SERVICE STATISTICS

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 23-24.



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



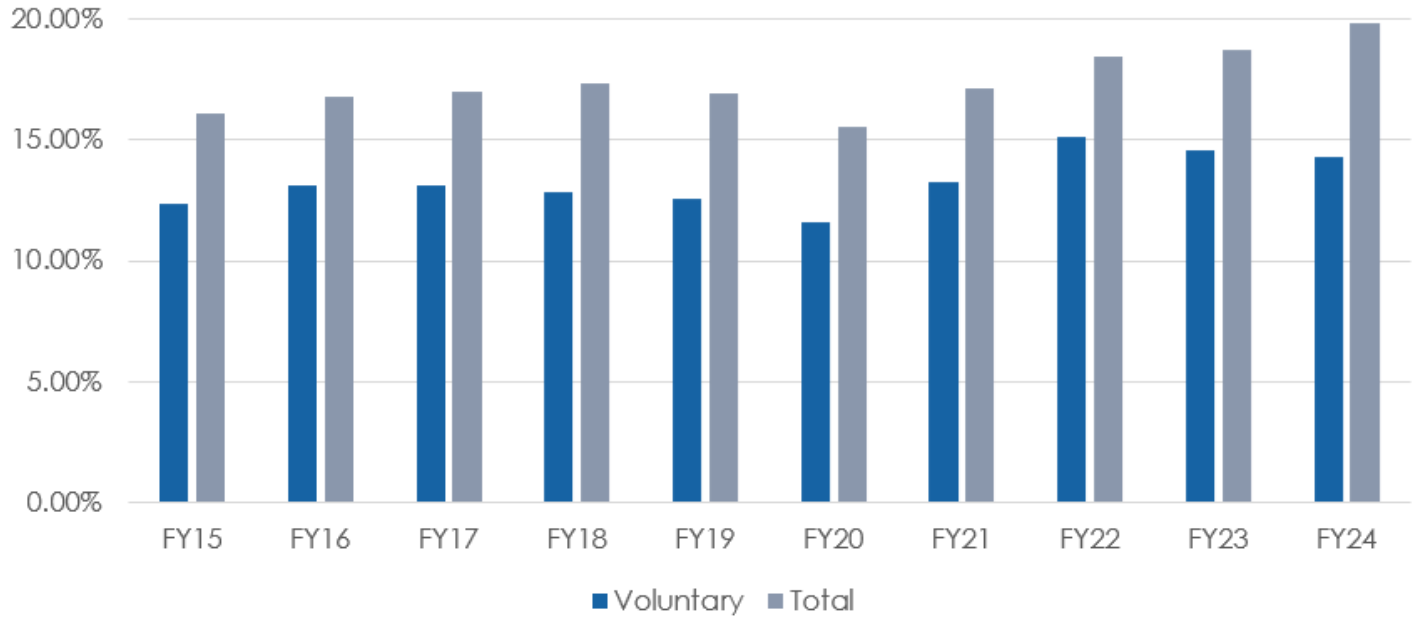
CLASSIFIED SERVICE STATISTICS

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 2023-2024
Voluntary Turnover: 14.27%
Total Turnover: 19.80%

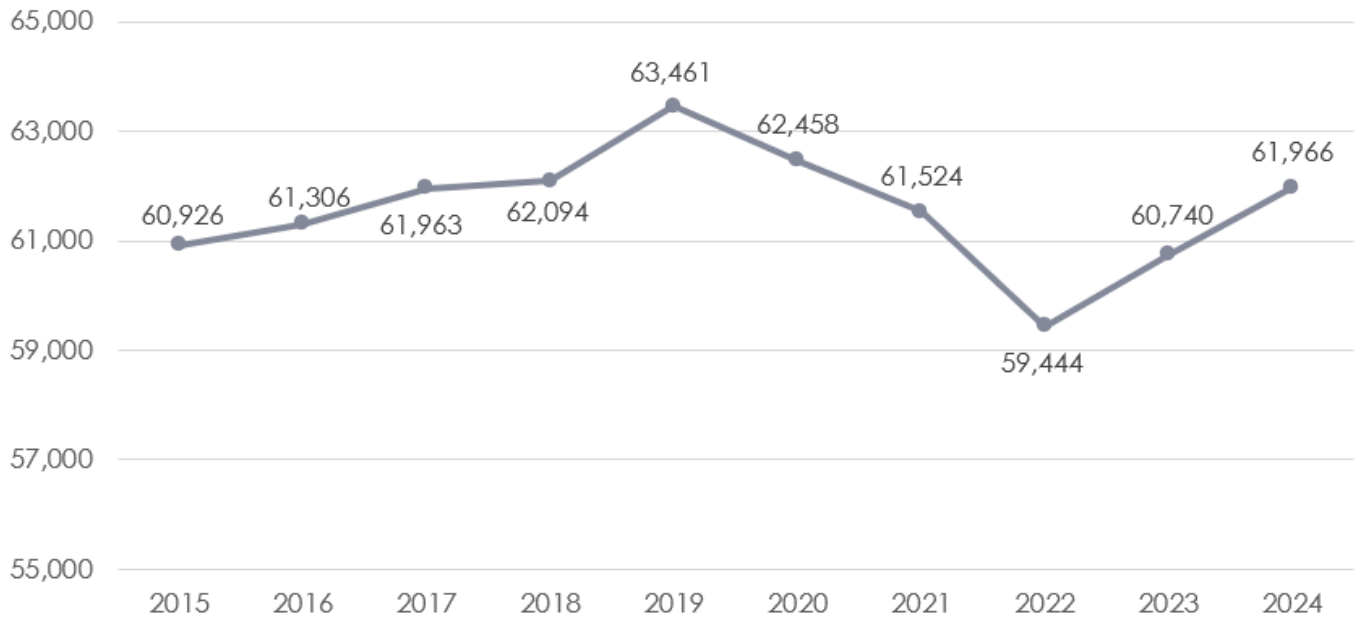


Trend of Turnover Rates for Classified Employees										
	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Voluntary	12.38%	13.14%	13.10%	12.86%	12.59%	11.63%	13.29%	15.16%	14.54%	14.27%
Total	16.09%	16.79%	17.01%	17.35%	16.89%	15.52%	17.13%	18.42%	18.69%	19.80%

WORKFORCE TRENDS

FTE Employment Levels

The chart below depicts employment levels in Louisiana state government from Fiscal Year 2015 to Fiscal Year 2024. It represents the total Full-Time Equivalents for both classified and unclassified.



Trend of State Employment Levels 2015 – 2024									
(Total Full-Time Equivalents – Classified & Unclassified)									
2015	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**
60,926	61,306	61,963	62,094	63,461	62,458	61,524	59,444	60,740	61,966

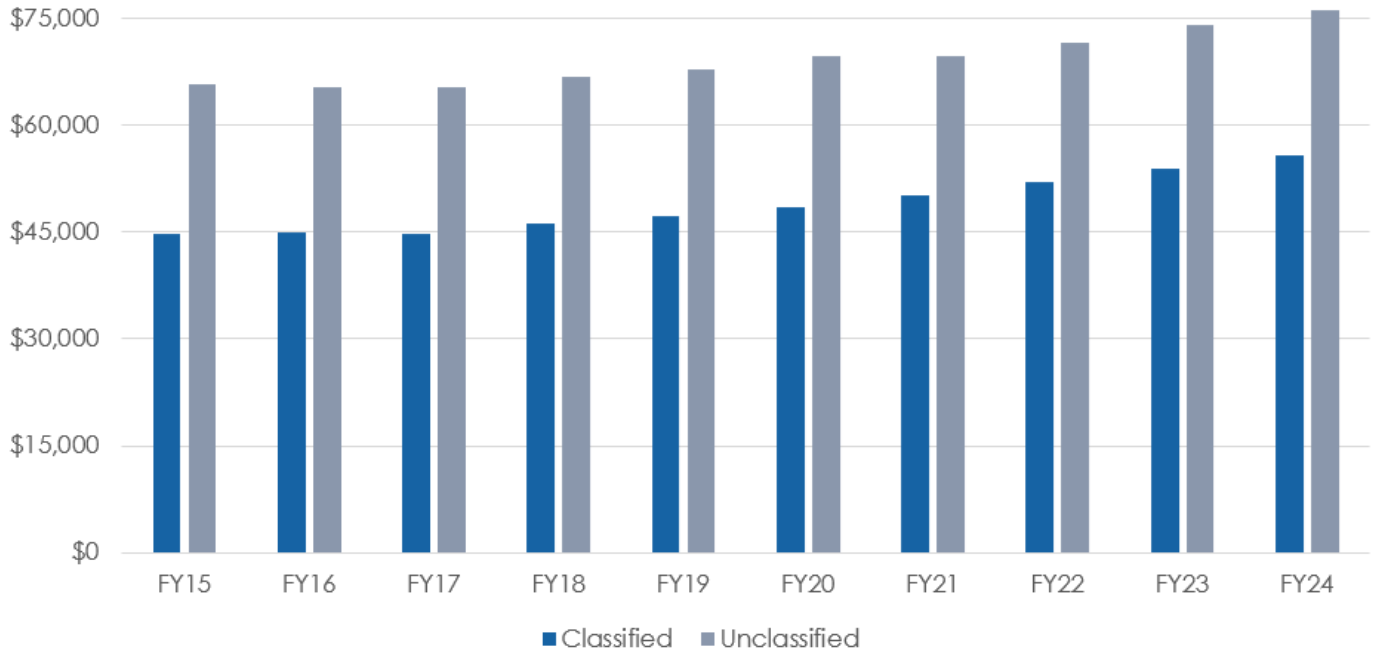
WORKFORCE TRENDS

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 2023-2024
CLASSIFIED: $55,817 vs. UNCLASSIFIED: $76,172



Trend of Average Annual Pay Rates for Full-Time Employees (*does not include State Police)										
	FY15	**FY16**	**FY17**	**FY18**	**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**FY24**
Classified	$44,738	$44,907	$44,737	$46,102	$47,237	$48,583	$50,055	$52,046	$53,684	$55,817
Unclassified	$65,694	$65,414	$65,357	$66,816	$67,724	$69,597	$69,652	$71,476	$74,044	$76,172

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.

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.

FY2023-2024 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.

FY2023-2024 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.

FY2023-2024 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 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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