



Louisiana
SCS
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

www.civilservice.la.gov

 @LA_SCS

GENERAL CIRCULAR NUMBER 2017-030

DATE: August 15, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Abolishment of Unclassified Jobs

In an effort to streamline processes and create efficiencies for state agencies, the Department of State Civil Service is working towards creating an electronic unclassified database. The new unclassified database will allow agencies to upload Exemptions from the Classified Service request forms, view the status of pending requests, and track the expiration of current unclassified positions. This database will resemble the functionality of the current Position Description System.

In preparation for the new unclassified database, the Compensation Division has identified several unclassified job codes deemed eligible for abolishment. Fewer, more generic job titles will allow for efficiencies in maintaining the unclassified database system. The job titles listed in the tables below have been selected for abolishment based on an incumbent count of zero and/or an outdated job title.

The job codes included below on this General Circular will be deleted by SCS from the LaGov HCM system on September 30, 2017. State agencies that have a personnel management system other than LaGov HCM are responsible for the deletion of these job codes from those systems.

Should you have any questions regarding this matter or have justification as to why any of these jobs should not be abolished, please contact Brandy Malatesta, Compensation Division Administrator, at (225) 342-8083 or brandy.malatesta@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
Director

Job Code	Job Title	Job Code	Job Title
500060	ACCT REC SERV REP	501010	ASST DIR PSYCHIATRY
500140	ACCT SERV REP	501100	ASST DIR PURCH OPERATOR
500050	ACTING PUB INFO OFF	501050	ASST DIRECTOR MED ED
500070	ACTUARY ASSISTANT	501060	ASST DIRECTOR REHAB
505310	ADM MED CONSULTANT	501110	ASST DPTY AFF ACT COM
500150	ADM OFFICIAL	500580	ASST EDITOR
500230	ADM SERVICE OFFICAL	501580	ASST EDITOR
508090	ADM/HSP EDUC PROG	500550	ASST EXEC SECRETARY
500200	ADMIN LAW JUDGE	501340	ASST GROUP SERV MANAGER
500090	ADV MANAGER PRESS	501350	ASST INSTRUCTOR
500360	AID TAG	505040	ASST LEG AUDITOR
500370	AIR OPER TRAIN OFF	508270	ASST MED DEPT DIR
500430	AMPHIBIOUS VEH MECH	501360	ASST MEDICAL DIRECTOR
500460	ANESTHESIOLOGIST	501430	ASST PATHOLOGIST
508290	ANESTHESIOLOGIST	505110	ASST PSYCHOLOGIST
508510	ANESTHETIST 1	501090	ASST PUBLIC ADMINISTRATOR
508520	ANESTHETIST 2	501460	ASST RADIOLOGIST
508530	ANESTHETIST 3	501530	ASST SEC OF STATE
508170	ANESTHETIST COORD	501490	ASST SEC TO BOARD
500450	ANETHETIST INSTR	501540	ASST SEC TO SENATE
500420	APPEALS REP	501520	ASST SEC TREASURER
500510	ARMORY MAIN-MAT OFF	501550	ASST SECURITY OFF
500490	ARTIST ASSISTANT	501590	ASST ST AVIA SAF COR
500500	ARTS TRAVELER DRIVE	501560	ASST ST FIRE MARSH
508110	ASSC HOS ADM	509830	ASST SUPER PLANT
509310	ASSISTANT PURCH AGENT	501240	ASST SUPERVISOR
500790	ASSISTANT SCIENTIST	504620	ASST TECHNICIAN
500800	ASSOC COMM OF FINANCE	501640	ASST TO ASSO SUPT
500650	ASSOCIATE EDITOR	509270	ASST TO AUDITOR
500780	ASSOCIATE SCIENTIST	505750	ASST TO DIR PSYCH
500680	ASSOCIATE SECRETARY	501040	ASST TO SUPERINTEND
500670	ASSOCIATE SUPER	501660	ASST TO THE BOARD
500130	ASST ADJUTANT GEN	500860	AST COM & DIR FIN SERVICE
500710	ASST AID OFFICER	509950	ATH BUSINESS MAN
509960	ASST ATH BUSN MAN	501820	AUCTION MARKET ASST
509980	ASST ATH PUB DIR	510280	AUDIT PARAPROFESSIONAL
500730	ASST AUDITOR	501860	AUTO SHOP SUPT
500740	ASST CHF/DIV NR/ENERGY	501870	BARBER
500770	ASST CHIEF EXEC OFFICER	501900	BATH HOUSE ATTENDANT
508460	ASST CLINICAL DIRECTOR	501880	BIOLOGIST
500760	ASST CLINICAL DIRECTOR	501890	BOILER FLOOR ATTEND
500840	ASST COMM OF ADMIN	501930	BOOKMOBILE ASST
508230	ASST DIR DEPT REHAB	501940	BOOKMOBILE LIBRA

Job Code	Job Title	Job Code	Job Title
510200	BOOKSTORE MANAGER	502900	DATA SURVEYOR
502060	BUD PROG ANL 1 & 2	508140	DAUGHTER OF CHARITY
502020	BUDGET ANALYST TR	502910	DAUGHTER OF CHARITY
502400	CABINMAID	509650	DEAN OF ACADEMIC AFFAIRS
502150	CARDIOLOGIST	509670	DEAN OF MEN
502200	CENTRIFUGAL OPER	509660	DEAN OF WOMEN
502210	CH DIV NAT RES & EN	503020	DENTAL INTERN
502250	CH SERGEANT AT ARMS	509550	DENTAL TECHNICIAN
502230	CHAPLAIN	502890	DEP CUST NOT RECDS
502130	CHAUFFEUR	503000	DEP PROCESS SERVER
502240	CHEMIST	502770	DEPT INFO REP
502140	CHF PERIPH VAS SECT	502940	DEPUTY ASST SECTY
510440	CHIEF DIETITIAN	503790	DEPUTY EQUIP SUPR
502220	CHIEF SHIPPING ACCT	503090	DERMATOLOGIST
502280	CHIROPODIST	502790	DIETETIC INTERN
502290	CIVIL DEFENCE COMM OFF	503800	DIETETIC TRAINEE
502180	CIVIL RTS & SPE PJT COR	503810	DIGITIZER
502930	CJ DATA ENT VER COR	503840	DIR AMBULATORY CARE
506270	CJ QUAL CONT TECH	503710	DIR C S INTRAMURAL
502010	CLAIM SERVICE ASST	503750	DIR COMP PAY CONT
502110	CLAIMS ADJUSTER	503740	DIR GR INS OPER
502100	CLAIMS SERVICE MGR	508200	DIR NURSE EDUC
502080	CLAIMS SERVICE REP	503830	DIR NURSE EDUCATION
509420	CLERICAL SUPERVISOR	508120	DIR NURSING SERVICE
510430	CLERICAL SUPERVISOR	503950	DIR OF RADIOTHERAPY
600040	CLIENT-RELATED	510140	DIR OF SPORTS INFORMATION
502340	CLINICAL CHEMIST	503930	DIR PED INT CARE
502390	COMFORT STATION ATT	503900	DIR PREMATURE UNIT
502490	COMMUNITY ORGANIZER	503860	DIR PSYCHIATRY
502630	COORD BLOOD DONOR	503870	DIR QUALITY ASSUR
508210	COORD BLOOD DONORS	508250	DIR QUALITY ASSUR
508130	COORD SURGICAL SRV	508340	DIR SATELLITES
502600	COTTAGE PARENT ASST	508480	DIR SCH OF ANETHESI
502640	COURIER	503890	DIR SCH OF NURSING
509430	CRAFT SUPERVISOR	503730	DIR STUD AID & SCHL
502880	CUST NOTARIAL RECD	503940	DIR SURG INT CARE
502870	CUSTODIAN VOTING MC	508280	DIR. OF AMBULATORY CARE
502860	CUTTER SHED ATTEND	503910	DIRECTOR NEONTAL
510480	CYTOTECHNOLOGIST	503920	DIRECTOR NEUROLOGY
502760	DATA COMMUNC TECH	503760	DOCTOR ATHLETIC COM
502960	DATA ENTRY SUPV	503970	DRAFTSMAN
510020	DATA PROCESSING DIRECTOR	503780	DUP EQUIP OPERATOR

Job Code	Job Title	Job Code	Job Title
503960	DUP MACH HELPER	504460	GYNECOLOGIST
504580	ECOLOGIST	504470	HALF WAY HOUSE AIDE
508240	EDITOR PULSE	504450	HEAD GAST DIAGNOSIS
504550	EDP CENTER ADMIN	504630	HEALTH SURV PERSON
504110	EDP EQUIP OPER 1	504650	HOMEMAKER
504560	EDP SYS ANAL SUPV	504660	HORSE IDENTIFIER
504000	EGG GRADER	504690	HOSP INFEC CONT OFF
504540	ELE DATA APP PROG	504680	HOSPITAL ADM TRAINEE
504070	ELEC DATA PROC PRO1	508100	HOSPITAL ADMINIS
504040	ELECTROENCEP TECH TRAINEE	504670	HOSPITAL DIRECTOR
504030	ELECTROENCEPHA TECH	504710	HOSTESS
504120	ELECTRONIC ENGINEER	504730	HOUSE OFFICE V
509560	ELECTRONIC TECHNICIAN	508430	INFECTION CONTROL
508330	EMER ROOM PHYSICIAN	504720	INFECTIOUS CON OFF
504140	EMPL SEC INTERV TR	504790	INS UNDERWRITER
504050	EMPLOYMENT INTERV	509800	INSTIT ARCHITECT
504060	ENGINEER AID	504800	INTELLIGENCE ANALYST
506890	ENTOMOLOGIST	508500	INTERNAL MEDICINE CONSULT
506880	ENV RESEARCH ANALYST ASST	504850	INTERNAL SPECIALIST
508370	EPIDEMIOLOGIST	504840	INTERN-EMER ROOM
504340	EQUAL EMPLOY OPP OFFICER	508410	INTERNIST-GASTROLOG
504220	EXEC & TECH AST	504950	INVENTORY CONTR OFF
504500	EXECUTIVE PRODUCER	504910	INVOICE PROCESSOR
510390	EXERCISE PHYSIOLOGIST	504900	IRON WORKER
508760	EXTERN	504980	JANITRESS
600050	FEDERAL EMPLOYEE	504920	JR XRAY STUDENT
504270	FIELD REPRESENT	504990	KEY PUNCH OPERATOR
504300	FINANCIAL INVEST	505180	LAND SURVEYOR
504310	FINANCIAL RDS KEEPER	504590	LEASE RUNNER
510380	FIRE CAPTAIN	505020	LEGAL INVESTIGATOR
506900	FIRE MARSHAL	505060	LEGIS AUDITOR
510330	FIREFIGHTER	504320	LEGIS ECONOMIST 1
506910	FOOD SERVICE WORKER	504330	LEGIS FISC ANALYST
510190	FOOD SERVICE DIRECTOR	505070	LEGIS FISC OFFICER
509760	FOUNDATION DIRECTOR	600060	LEGIS/HOUSE/FISCAL
504360	GATEMAN	600070	LEGIS/SENATE/FISCAL
504410	GOVERNOR ASST	505160	LIVESTOCK INSPECTOR
504530	GR INS PLAN REP	505140	LOCK OPERATOR
504390	GRADING CLERK	505130	MAF TAPE SEL TYP OP
505550	GRADUATE NURSE	505170	MAG KEYBOARD OPER
504420	GRAIN SAMPLER	502120	MAID
504480	GROUP INS ANALYST	504870	MAILROOM ASSISTANT

Job Code	Job Title	Job Code	Job Title
505580	MARKETING INTERN	508900	PHARMACY ASST 1
510300	MEAT CUTTER	508910	PHARMACY ASST 2
504610	MED LAB TECH 1	508920	PHARMACY ASST 3
501970	MED MALPRACTICE CL ADJUST	505740	PHARMACY EXTERN
501000	MEDIATION OFFICER	510400	PHLEBOTOMIST
504601	MEDICAL ASST DIRECTOR	505940	PHY ASOC COORD
509540	MEDICAL TECHNICIAN	505790	PHYSICAL EDUC AIDE
505330	MEM ST MANPOW PLAN COUN	505850	PHYSICAL THERAPIST
505320	MEM ST MANPOW SER COUNCIL	508400	PHYSICIAN INSTRUCTOR
505360	MEMBER OF COUNCIL	505950	PHYSICIAN SUPV
505340	MESSENGER	505820	PHYSICIST
505390	METAL WORKER	510080	PLANNING DIRECTOR
504880	MGR ADMIN SERVICES	508390	PODIATRIST
508360	MICROBIOLOGIST	505880	PODIATRIST
505450	MICROBIOLOGIST	505890	POLYGRAPH EXPERT
505460	MILITARY EDUC OFF	505930	POST COMMANDER
505470	MIMEOGRAPH OPER	505220	PRINTED FORMS MGR
505500	MUSIC THERAPIST	505230	PRINTER
505510	NARCOTICS SPEC	505230	PRINTER
520000	NCATE MONITOR	505790	PHYSICAL EDUC AIDE
505520	NEUROLOGIST	505270	PRINTER SPECIALIST
505480	NEUROPHYSIOLOGIST	505990	PRINTER'S ASSISTANT
505530	NEWS BUREAU ASST	505280	PRINTING FINISH SPEC
505540	NIGHT CHECKER	505290	PRINTING FINISH SUPV
600110	Non-ISIS Agency Inquiry	505300	PRINTING PLANT SUPT
505830	NUCLEAR MED TECH	505430	PRINTING PRESS OPER
505800	NURSE ANESTHETIC TR	505440	PRINTING PRESS SUPV
550610	NURSE REGISTERED-OTHER	505670	PRKING EVENT
505590	O&T ASSISTANT	507880	PRODUCE PACKER
507820	OMSBUDSMAN	510460	PRODUCTION SUPERVISOR
505840	OPER RM TECH TRAINEE	506100	PROFESSIONAL SER CO
505620	OPHTHALMOLOGIST	510410	PROFESSIONAL SUPERVISOR
505640	ORGANIZED CRIME SPE	506070	PROJECT MONITER OBTS
505630	ORTHOPEDIST	506050	PROOFREADER
505650	OTOLARYNGOLOGIST	507850	PSYCHOLOGIST INTERN
505660	OTOLOGIST	510070	PURCHASING DIRECTOR
505200	PAINTER FOREMAN	506500	PURCHASING SPEC WRT
508350	PATHOLOGIST	506380	PURCHASING SUPV
505690	PATHOLOGIST	506260	RADIO OPERATOR
505700	PBX OPERATOR	508320	RADIO-BIOLOGIST
505710	PEDIATRICIAN	506250	RADIOLOGIST
505730	PEST CONTROL WORKER	508310	RADIOLOGIST
505760	PHARMACOLOGIST	506280	RECORDS MANAGE OFFICER

Job Code	Job Title	Job Code	Job Title
507860	REGISTER ST LAND OF	590071	RSD-CLER ACCT/AUDITOR
506310	REGISTER VOTERS	590059	RSD-CLER ASSESSM AND APPR
508000	RES HOUSE OFFICER 1	590074	RSD-CLER FACILITIES/PLANT
506800	RES HOUSE OFFICER 1	590078	RSD-CLER FOOD SERVICES
508690	RES HOUSE OFFICER 10	590065	RSD-CLER GIFTED AND TALEN
508010	RES HOUSE OFFICER 2	590058	RSD-CLER GUIDANCE SERV
506810	RES HOUSE OFFICER 2	590060	RSD-CLER HEALTH SERVICES
508020	RES HOUSE OFFICER 3	590063	RSD-CLER INSTRUC SERV-REG
506820	RES HOUSE OFFICER 3	590064	RSD-CLER INSTRUC SERV-SPE
508030	RES HOUSE OFFICER 4	590062	RSD-CLER INSTRUCTION/CURR
506830	RES HOUSE OFFICER 4	590077	RSD-CLER IT
506840	RES HOUSE OFFICER 5	590054	RSD-CLER NCLB
508040	RES HOUSE OFFICER 5	590061	RSD-CLER OTHER PUPIL SUPP
508050	RES HOUSE OFFICER 6	590079	RSD-CLER PARENT INVOLVEME
508060	RES HOUSE OFFICER 7	590056	RSD-CLER PRE K
508070	RES HOUSE OFFICER 8	590072	RSD-CLER PURCHASING AGENT
508080	RES HOUSE OFFICER 9	590076	RSD-CLER RECRUITMENT/PLAC
509720	RESEARCH DIRECTOR	590051	RSD-CLER REGULAR PROGRAM
506450	RESEARCH GEOLOGIST	590070	RSD-CLER SCHOOL ADMIN
507830	RESEARCHER LAW	590052	RSD-CLER SPECIAL ED
506460	RESERVATIONIST	590075	RSD-CLER STUDENT TRANSP
506490	RESIDENT WARDEN	590068	RSD-CLER SUPERINTENDENT
506520	RIGHT-OF-WAY AGENT	590053	RSD-CLER VOC ED
590002	RSD-ADMIN ASSESS AND APPR	590067	RSD-CLER VOC EDUC
590016	RSD-ADMIN ASST PRINCIPAL	590073	RSD-CLER WAREHOUSE
590000	RSD-ADMIN ATT AND SOC WK	590095	RSD-OTHER AUDIO/VISUAL SV
590019	RSD-ADMIN FACILITIES MANA	590096	RSD-OTHER COMP ASSIST INS
590023	RSD-ADMIN FOOD SERVICES D	590104	RSD-OTHER EQUIPMENT SERVI
590009	RSD-ADMIN GIFTED AND TALE	590103	RSD-OTHER GROUNDS SERVICE
590001	RSD-ADMIN GUIDANCE	590099	RSD-OTHER IT
590003	RSD-ADMIN HEALTH SERVICES	590098	RSD-OTHER RECRUITMENT/PLA
590021	RSD-ADMIN HR DIRECTOR	590097	RSD-OTHER WAREHOUSE
590022	RSD-ADMIN IT DIRECTOR	590084	RSD-PARAED BILINGUAL
590012	RSD-ADMIN LIBRARY	590087	RSD-PARAED BUS AIDES
590024	RSD-ADMIN PARENTAL INVOLV	590086	RSD-PARAED LIBRARY
590015	RSD-ADMIN PRINCIPAL	590083	RSD-PARAED NCLB
590004	RSD-ADMIN PSYCH SERVICES	590085	RSD-PARAED PRE K
590008	RSD-ADMIN SPECIAL ED	590080	RSD-PARAED REGULAR PROGRA
590005	RSD-ADMIN SPEECH AND AUDI	590081	RSD-PARAED SPECIAL ED
590020	RSD-ADMIN TRANSPORTATION	590082	RSD-PARAED VOC ED
590011	RSD-ADMIN VOCATIONAL	590091	RSD-PROF ACCOUNTANT/AUDIT
590018	RSD-ADMIN WAREHOUSE MANAG	590090	RSD-PROF CHIEF OF STAFF

Job Code	Job Title	Job Code	Job Title
590094	RSD-PROF IT PERSONNEL	506730	SPECIAL TRAF REP
590088	RSD-PROF PUPIL SUPPORT-IN	506850	SR BENEFIT TECH
590093	RSD-PROF PURCHASING AGENT	506390	SR PURCHASING AGENT
590089	RSD-PROF SCHOOL NURSE	506400	SR SUPPLY SPEC
590101	RSD-STIPEND INST TRAINING	506530	SR SYS SUPPORT ANALYST
590036	RSD-TEACH ATHLETICS	506410	SR XRAY STUDENT
590035	RSD-TEACH CO-CURRICULAR	509450	SRV/MAINT SUPERVISOR
590037	RSD-TEACH DRIVER ED	509580	SRV/MAINT TECHNICIAN
590026	RSD-TEACH ELEMENTARY	507160	ST EXEC BUDGET DIR
590029	RSD-TEACH GIFTED AND TALE	501790	STAFF AUDITOR 2
590025	RSD-TEACH KINDERGARTEN	506090	STAFF PROSECUTOR
590042	RSD-TEACH LIBRARIAN	507020	STATE COMPTROLLER
590038	RSD-TEACH NCLB	507720	STATE LIBRARIAN
590040	RSD-TEACH PRE K	506990	STATE PLAN OFFICER
590027	RSD-TEACH SECONDARY	507750	STATE PRECEPTOR
590028	RSD-TEACH SPECIAL EDUCATI	506150	STATE PROPERTY OFF
590041	RSD-TEACH STAFF INSTRUCTI	507010	STATE RECRUITER
590030	RSD-TEACH VOCAT AGRICULTU	507980	STENO CLERK
590033	RSD-TEACH VOCAT BUSINESS	507770	STIPENDEE
590031	RSD-TEACH VOCAT HOME EC	510360	STN MGR/CHIEF OPER. OFCR
590032	RSD-TEACH VOCAT IND ARTS	509870	STOREKEEPER
590034	RSD-TEACH VOCAT OTHER	508870	STUD CENTRAL SER WOKER
590045	RSD-THER APPRAISAL SPECS	500280	STUD DEVELOPMENT ADVISOR
590048	RSD-THER AUDIOLOGIST	508560	STUDENT AST 1
590044	RSD-THER GUIDANCE COUNSEL	508890	STUDENT CLERK
590049	RSD-THER INSTRUCTION/CURR	503300	STUDENT CLERK
590050	RSD-THER RECRUITMT/PLACEM	508800	STUDENT CUST WORKER
590046	RSD-THER SCHOOL PSYCHOLOG	508830	STUDENT ILLUSTRATOR
590043	RSD-THER SOCIAL WORKER	508950	STUDENT LAB ASST
590047	RSD-THER SPEECH PATHOLOGI	508850	STUDENT LAB TECH
505900	SCHOOL HEALTH PHYS	508810	STUDENT LABORER
506550	SCRUB TECHNICIAN	508880	STUDENT MESSENGER
506560	SEC OF SENATE	508930	STUDENT MGT 1 INTERN
501760	SENIOR AUDITOR	508940	STUDENT MGT 2 INTERN
501770	SENIOR AUDITOR 2	508590	STUDENT NURSE AIDE
506470	SERGEANT	508600	STUDENT NURSE ASST 1
506650	SHIPPING CLERK	508610	STUDENT NURSE ASST 2
506660	SHIPPING PROCESSOR	508620	STUDENT NURSE ASST 3
506630	SOCIAL SERV PLANNER	508630	STUDENT NURSE ASST 4
506690	SP ASST GOVT HEALTH	508860	STUDENT STOCK CLERK
506700	SP ASST TO ADMIN	508820	STUDENT TRADES HELPER
506670	SPEAKER OF HOUSE	508840	STUDENT TYPIST CLERK

Job Code	Job Title	Job Code	Job Title
507110	SUGAR BOILER	502330	TYPIST
507210	SUPERVISING TEACHER	555555	UNCLASSIFIED SUPPLEMENTAL
507510	SUPPLY ROOM ASST	507740	VERIFIER
507460	SURPLUS PROP SCREEN	507580	VIROLOGIST
507350	SWITCHBD OPER SUPV	503690	VOTING MACHINE MECH
507360	SWITCHBOARD SR OPER	507590	WAREHOUSE SUPV
506920	TAX COLLECTOR	507940	WATCHMAN
506960	TEAM MEMBER	507630	WKSTUDY COLL STDT 1
502510	TELEX COMP/MICROFICHE OPR	507640	WKSTUDY COLL STDT 2
507420	TISSUE CULT LAB	507650	WKSTUDY COLL STDT 3
507440	TISSUE RESEARCH SCT	507660	WKSTUDY COLL STDT 4
504100	TRADE DIRECTOR	508650	WKSTUDY STDT NURSE 1
507430	TRADES HELPER	508660	WKSTUDY STDT NURSE 2
507520	TRAINEE RACING OFF	508670	WKSTUDY STDT NURSE 3
507450	TRANS ANALYSIS THERAPIST	507910	WORD PROCESSOR OPERATOR
550500	TRANSCRIPTIONIST	507670	WORKMAN COMP AUDTR
550550	TUMOR REGISTRAR		