

Louisiana

**SCS**

State Civil Service

# Annual Report

**Fiscal Year 2012-2013**  
**Louisiana State Civil Service**

*Shannon S. Templet, Director*

# Letter from the Director

**Shannon S. Templet**  
**State Civil Service Director**

I am pleased to provide the Louisiana State Civil Service's Fiscal Year 2012-2013 Annual Report. This report includes a snapshot of Louisiana's state government workforce as of June 30, 2013. This report outlines the goals and mission of State Civil Service 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.

As I reflect upon Fiscal Year 2012-2013, I would be remiss if I neglected to recognize those state employees (both classified and unclassified) who have worked tirelessly to improve the lives of the citizens of Louisiana. As our leaders work toward providing services and attracting new businesses to Louisiana, they are driven by a diverse workforce that excels in leveraging their skills and strengths to make our state a better place. State employees are responsible for bringing to life the vision of Louisiana.

During this fiscal year, Louisiana faced many challenges and opportunities, all which were met through the combined efforts of our state leaders and employees. I am proud to say that the State Civil Service Commission and the Department continued to work closely with state agencies to provide human resources programs that enabled solutions to such challenges and flexibilities to achieve opportunities. Please take a moment to review our annual report and visit our website at [www.civilservice.la.gov](http://www.civilservice.la.gov) to learn more about our department. To learn more about Louisiana state government visit [www.louisiana.gov](http://www.louisiana.gov).

# About Us

Louisiana State Civil Service is the central personnel agency for the state of Louisiana. Governed by the State Civil Service Commission, our goal is to help state agencies manage their human resources so that they may provide the most effective service to the citizens of Louisiana. In pursuit of this goal, we administer a comprehensive merit-based personnel management program. Our policies are founded upon the principles of equal pay for equal work, equal opportunity, ability based employment and promotion, and freedom from political influence. State Civil Service is established by [Article X](#) in the Louisiana State Constitution.

Our vision at State Civil Service is to be recognized by user agencies as a leader and partner in the management of human resources.

**Our mission is to provide human resource services and programs that enable state government to attract, develop and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana.**

Our philosophy is that it is the responsibility of the Louisiana State Civil Service to provide the systems and services that will enable the agencies of Louisiana state government to make merit-based, quality decisions regarding the hiring, training and retaining of those skilled and capable individuals who are essential to providing cost effective, quality services to Louisiana's citizens. The Department shall provide services in an efficient and courteous manner and shall foster work practices that insure that classified employees work in an environment where excellence and productivity are encouraged and recognized.

## **Our Agency values consist of the following:**

- **Accountability:** SCS Employees are responsible for ensuring our own performance and work team results contribute to success and surpassing the performance goals of our agency and state.
- **Communication:** We endeavor to provide complete, accurate, timely and up-to-date information to our clients, co-workers and other constituents.
- **Customer Focus:** We strive to understand and anticipate customer needs and constantly focus on delivering products and services of the highest quality in a timely manner.
- **Innovation:** We encourage the acquisition of new skills, thoughtful risk taking, openness and receptiveness to change.
- **Respect:** We value individual contributions, treat others with dignity and assume positive intent in everyone.
- **Teamwork:** We support each other, blend our diverse talents and backgrounds and willingly share information and resources.

# SCS 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](mailto:civilservicecommission@la.gov).

**For Fiscal Year 2012-2013, the Commission consisted of the following members:**

<b>Commissioner Name:</b>	<b>Nominated By:</b>	<b>Term Expires:</b>	<b>Congressional District</b>
<b>David L. Duplantier, Chairman</b>	Loyola University	12/10/2018	1 <sup>st</sup>
<b>John McLure, Vice- Chairman</b>	Louisiana College	12/10/2018	5 <sup>th</sup>
<b>Curtis "Pete" Fremin</b>	Employee Representative	05/01/2017	5 <sup>th</sup>
<b>G. Lee Griffin</b>	Tulane University	12/10/2016	6 <sup>th</sup>
<b>D. Scott Hughes</b>	Centenary College	12/10/2016	4 <sup>th</sup>
<b>Kenneth Polite Jr.</b>	Xavier University	12/10/2016	2 <sup>nd</sup>
<b>Sidney J. Tobias, Jr.</b>	Dillard University	12/10/2014	3 <sup>rd</sup>

# Department Goals *Fiscal Year 12-13*

- 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.

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

**Administration:** Includes the Director's Office and management and finance. Provides fiscal, purchasing and personnel services for the Department, and through a shared services agreement, division also performs these functions for two other state agencies, the Division of Administrative Law and the Ethics Administration.

**Accountability:** Conducts audits of agency human resource operations to ensure compliance with Civil Service Rules.

**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.

**Compensation:** Maintains classification system agencies use to allocate positions to appropriate job titles and conducts pay studies to maintain reasonably competitive pay levels and internal equity.

**Employee Relations:** Coordinates multi-disciplinary teams to assist agency Personnel Directors, managers and employees on topics including performance management, layoffs, and application of federal employment laws such as FLSA, FMLA, etc.

**Management Information Services:** Provides information, document management, and reporting services to the Department, other state agencies, the legislature, the media and the public.

**Staffing:** Provides agencies with recruiting, selection and workforce planning services and training, and manages the state's electronic vacancy posting and application system, "LA Careers."

**Training & Workforce Development:** Manages the statewide Comprehensive Public Training Program for all classified employees.

# State Civil Service Key Performance Indicators

Fiscal Year 2012-2013

<b>Key Performance Indicator</b>	<b>Result</b>
Percentage of departmental goals achieved	95%
Number of repeat audit findings	0
Percentage of appeal cases offered a hearing or disposed of within 90 days	96%
Percentage of appeal decisions rendered in 60 days after submitted for decision	93%
Turnaround time in days for external Ad Hoc report requests	1 day
Turnaround time in days for internal request to Information Services Division	1 day
Number of Training courses offered at key locations throughout the state	251
Percentage of students who pass test conducted in training courses	100%
Number of HR Program Accountability Audits	69
Number of salary surveys conducted by the Compensation Division	88
Number of customized applicant selection procedures	12

# State Civil Service Notable Accomplishments

Fiscal Year 2012-2013

- [Press Release 2-13-13](#): David Duplantier and John L. McLure reappointed to the State Civil Service Commission.
- [Press Release 12-19-12](#): SCS Director receives President's Award from NOLA City Park.
- [Press Release 7-11-12](#): SCS Director receives National Leadership Award.
- [General Circular 2012-019](#): Development of On-line Sexual Harassment Training.
- [General Circular 2013-001](#): Implementation of New Professional Level Exam.
- [General Circular 2013-004](#): Implementation of Foundations for HR Professionals.
- [General Circular 2013-011](#): State Employee Recognition Day.
- [General Circular 2013-017](#): Implementation of New Office Support Exam.
- Rainette Stephens, Staffing Division Administrator, was honored for Outstanding Service to the Public Sector Human Resources Profession by the American Society for Public Administration.
- Adrienne Bordelon, SCS General Counsel, presented at the 2012 Legislative CLE for Government Lawyers.
- The Training Division developed a one-day, instructor-led course for the House of Representatives executive management team to address contemporary HR issues occurring with the House staff.

# Notable Activities in Numbers

*Fiscal Year 2012-2013*

## Website:

- 1,710,148 *homepage hits on [www.civilservice.la.gov](http://www.civilservice.la.gov)*

## Pay Plan Information:

- 977 *classified job titles at the close of FY12-13*
- 496 (1.2%) *classified employees at pay range maximum at the close of FY12-13*
- 89 (.18%) *classified employees above pay range maximum at the close of FY12-13*

## Information Services Division:

- 99% *percentage of overall systems availability*

## Staffing Division:

- 255,946 *subscriptions to job interest cards by job seekers*
- 472,036 *job applications received statewide*
- 12,739 *pre-employment tests administered*
- 9,508 *vacancies announced by state agencies LA Careers site*
- 77 *affirmative action plans reviewed by SCS*

## Employee Relations Division:

- 21,895 *client assistance contacts*
- 85 *agency meetings*
- 1,222 *requests for unclassified authority received*
- 74 *layoff avoidance plans approved*
- 90 *layoff plans approved*
- 1,905 *contracts reviewed*

## Accountability Division:

- 1,900 *hires and promotions audited in LA Careers Applicant System*
- 28 *requests for investigations received from classified employees*
- 14 *investigations opened*

## Training Division:

- 77,956 *students taught through on-line courses*
- 4,286 *students taught through instructor-led courses*

## Compensation Division:

- 29 *agency pay policies approved*
- 11,227 *non delegated classified positions reviewed*
- 9 *business re-organization plans processed*
- 179 *desk audits of classified positions conducted*

## Appeals Division

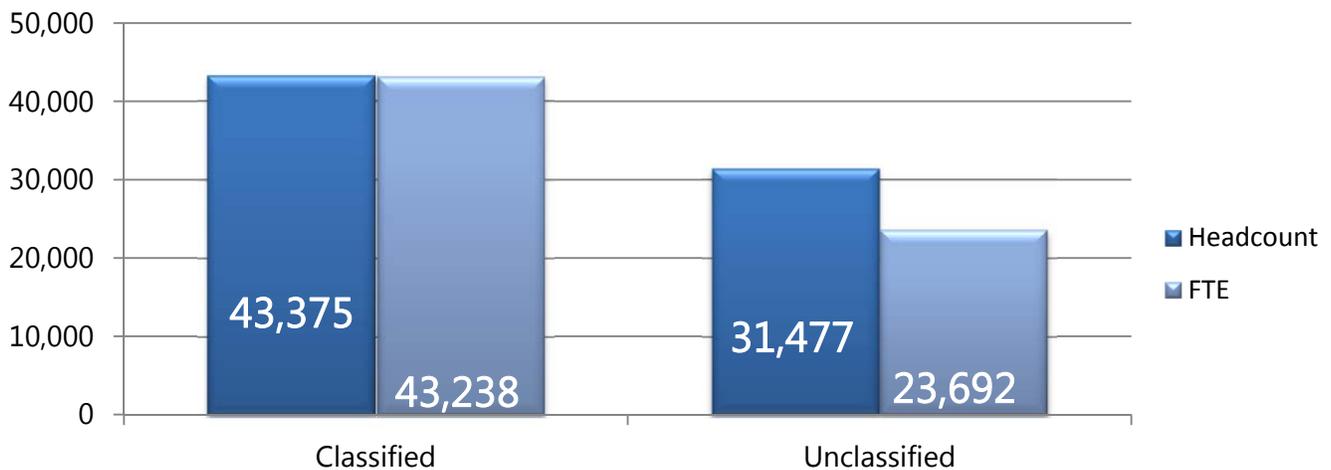
- 315 *appeals filed and remanded*
- 209 *hearings conducted*
- 5 *average number of hours to conduct a hearing*

## 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.

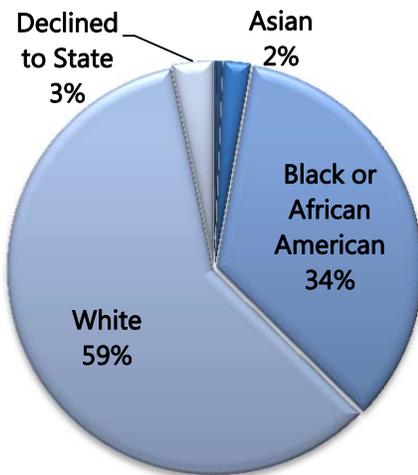
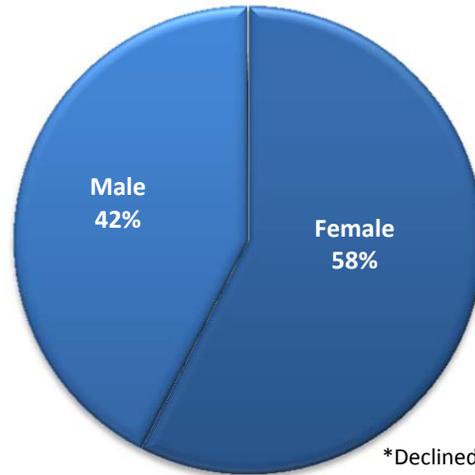
**FTE:** Represents the full time or part time assignment of employees. The FTE is .50 for an employee hired to work 20 hours per week. An agency with two employees (headcount) working each 20 hours per week = 1 FTE.

# Workforce Demographics Fiscal Year 12-13

The following information reflects the demographics of the 74,852 employees of Louisiana state government at the end of Fiscal Year 2012-2013. Data includes both classified and unclassified employees.

## Statewide Gender Headcount

Gender	Count
Female	43,079
Male	31,722
Declined To State	51



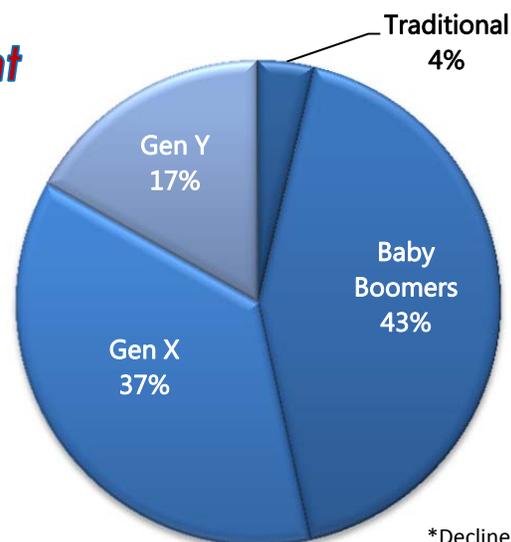
\*Amer. Indian/Alaskan- <1% Multi Racial- <1%  
Native Hawaiian- <1%

## Statewide Race Headcount

Race	Count
American Indian or Alaskan Native*	231
Multi-Racial*	247
Asian	1,620
Native Hawaiian*	52
Black or African American	25,804
White	44,438
Declined To State	2,460

## Statewide Generation Headcount

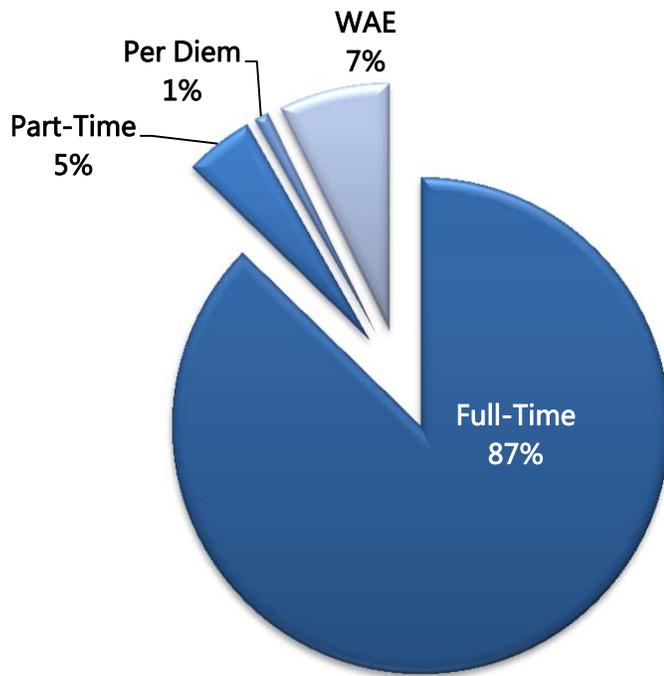
Generation	Count
Traditional Workers (born before 1946)	2,805
Baby Boomers (1946-1964)	32,050
Generation X (1965-1980)	27,402
Generation Y and on (born after 1980)	12,563
Declined To State	32



\*Declined to State- <1%

## Statewide Employee Headcount by Employee Group

*Includes Classified and Unclassified Employees*



Employee Group	Count
Full-Time	65,334
Part-Time	3,371
Per Diem	715
WAE	5,432

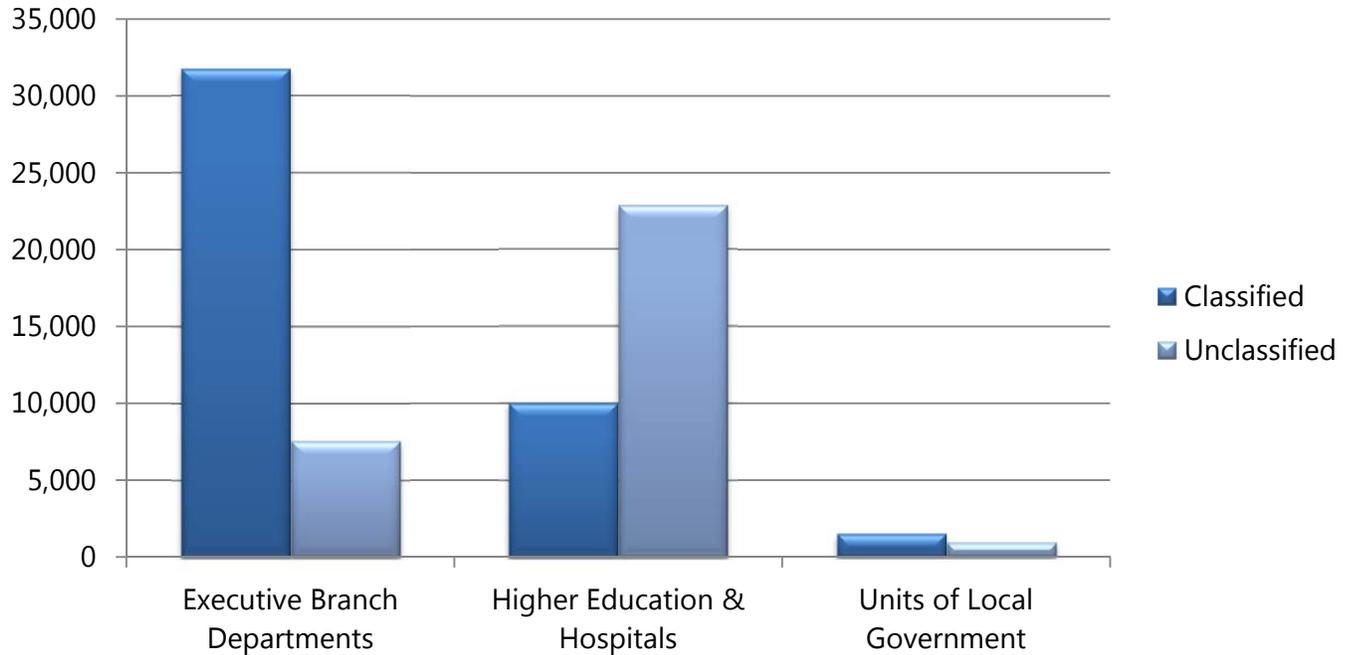
Employee group is determined by an employee's full time equivalency (FTE) percent. A full-time employee has a 100% FTE percent while a part-time employee will have less than 100% FTE on a regular basis. A Per Diem designation is assigned to an employee paid by a daily stipend. A WAE (While Actually Employed)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

**46** Average age of Classified Employee

**47** Average age of Unclassified Employee

## Statewide Employee Headcount by Agency Type

*Includes Classified and Unclassified Employees*



At the close of Fiscal Year 2012 -2013, Louisiana state government employed 74,852 employees. This workforce consisted of 43,375 classified employees and 31,477 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 <sup>1</sup> and Hospitals <sup>2</sup> and Units Local of Government <sup>3</sup>.

Agency Type	Classified Headcount	Unclassified Headcount
<b>Executive Branch Departments</b>	31,791	7,612
<b>Higher Education &amp; Hospitals</b>	10,052	22,893
<b>Units of Local Government</b>	1,532	972

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

# Department Headcounts Fiscal Year 12-13

The following table represents the headcount (classified and unclassified) by Department at the close of FY12-13. Headcount is considered the number of actual employees.

Category	Department or Agency Type	Employees
Executive Branch	Department of Health & Hospitals	7,607
Executive Branch	Department of Public Safety & Corrections - Corrections Services	4,943
Executive Branch	Department of Transportation & Development	4,379
Executive Branch	Department of Children & Family Services	3,893
Executive Branch	Executive Department (inc. DOA, Gov's Office, Nat'l Guard, GOHSEP, OCPR, OGB, OFI, etc.	3,549
Executive Branch	Department of Public Safety & Corrections - Public Safety Services	2,754
Executive Branch	Department of Education	2,067
Executive Branch	Department of Culture, Recreation & Tourism	1,252
Executive Branch	Louisiana Workforce Commission	1,238
Executive Branch	Department of Public Safety & Corrections - Office of Juvenile Justice	944
Executive Branch	Department of Wildlife & Fisheries	921
Executive Branch	Department of Veterans' Affairs	881
Executive Branch	Department of State (includes Registrars of Voters)	749
Executive Branch	Department of Revenue	726
Executive Branch	Department of Environmental Quality	672
Executive Branch	Department of Agriculture	648
Executive Branch	Department of Justice	526
Executive Branch	Department of Natural Resources	395
Executive Branch	Retirement Systems(LASERS, Teachers, School Employees, State Police)	362
Executive Branch	Civil Service Agencies; SCS, Ethics, Div. of Administrative Law, Municipal Fire & Police	281
Executive Branch	Department of Insurance	271
Executive Branch	Department of Economic Development	128
Executive Branch	Public Service Commission	96
Executive Branch	Department of Treasury	85
Executive Branch	Lieutenant Governor's Office	33
Executive Branch	Independent	2
Executive Branch	LA Housing Finance Agency	1
Higher Ed & Hospitals	Higher Education	31,837
Higher Ed & Hospitals	Health Care Services	1,108
Units of Local Govt	Housing Authorities	1,292
Units of Local Govt	Ports, Levee Boards	1,189
Units of Local Govt	Independents	12
Units of Local Govt	Louisiana Law Institute	11

# Department Full Time Equivalents

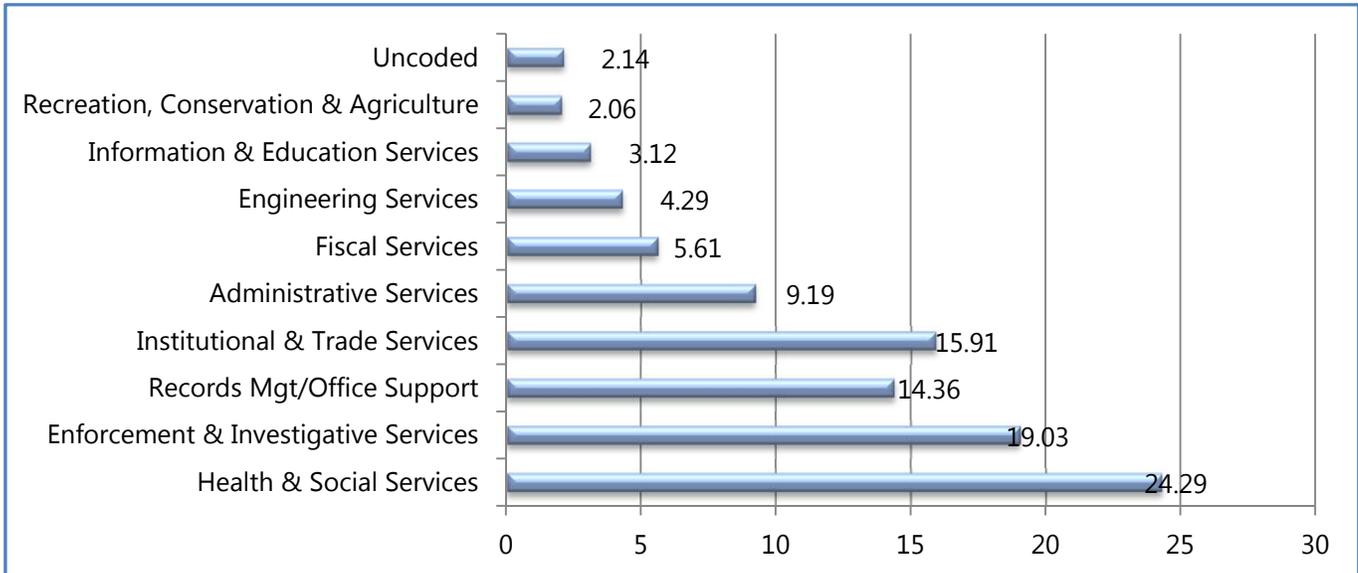
The following table represents the number of Full Time Equivalents (FTE) by Department (classified and unclassified) at the close of FY12-13.

Category	Department or Agency Type	FTE Value
Executive Branch	Department of Health & Hospitals	6,910
Executive Branch	Department of Public Safety & Corrections - Corrections Services	4,836
Executive Branch	Department of Transportation & Development	4,349
Executive Branch	Department of Children & Family Services	3,660
Executive Branch	Executive Department (inc. DOA, Gov's Office, Nat'l Guard, GOHSEP,OCPR,OGB,OFI, etc.	3,179
Executive Branch	Department of Public Safety & Corrections - Public Safety Services	2,588
Executive Branch	Department of Education	1,743
Executive Branch	Louisiana Workforce Commission	1,089
Executive Branch	Department of Culture, Recreation & Tourism	917
Executive Branch	Department of Public Safety & Corrections - Office of Juvenile Justice	902
Executive Branch	Department of Wildlife & Fisheries	859
Executive Branch	Department of Veterans' Affairs	792
Executive Branch	Department of Environmental Quality	658
Executive Branch	Department of Revenue	656
Executive Branch	Department of Agriculture	620
Executive Branch	Department of State (includes Registrars of Voters)	538
Executive Branch	Department of Justice	502
Executive Branch	Department of Natural Resources	376
Executive Branch	Retirement Systems(LASERS, Teachers, School Employees, State Police)	331
Executive Branch	Department of Insurance	257
Executive Branch	Civil Service Agencies; SCS, Ethics, Div. of Administrative Law, Municipal Fire & Police	208
Executive Branch	Department of Economic Development	121
Executive Branch	Public Service Commission	95
Executive Branch	Department of Treasury	57
Executive Branch	Lieutenant Governor's Office	13
Executive Branch	Independent	2
Executive Branch	LA Housing Finance Agency	0
Higher Ed & Hospitals	Higher Education	27,846
Higher Ed & Hospitals	Health Care Services	1,009
Units of Local Govt	Ports, Levee Boards	969
Units of Local Govt	Housing Authorities	844
Units of Local Govt	Independents	6
Units of Local Govt	Louisiana Law Institute	4

# Classified Service Statistics FY12-13

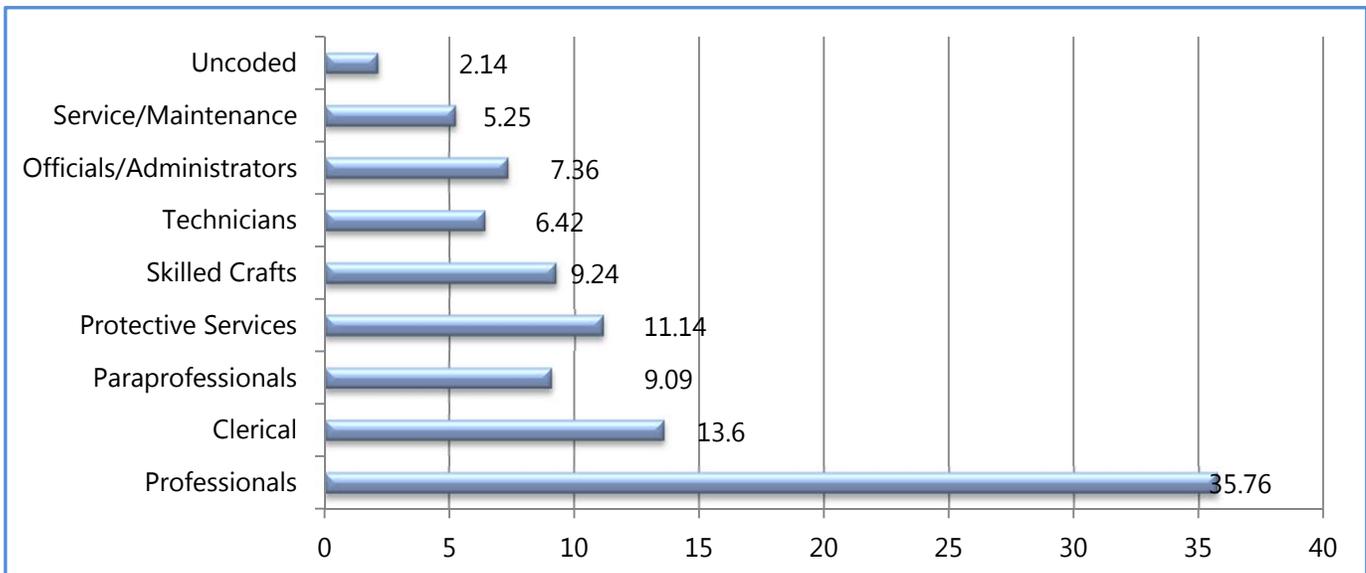
## Classified Employees by Occupational Group

The graph below depicts the occupational groups of classified state employees as of the close of FY12-13.



## Classified Employees by EEO-4 Category

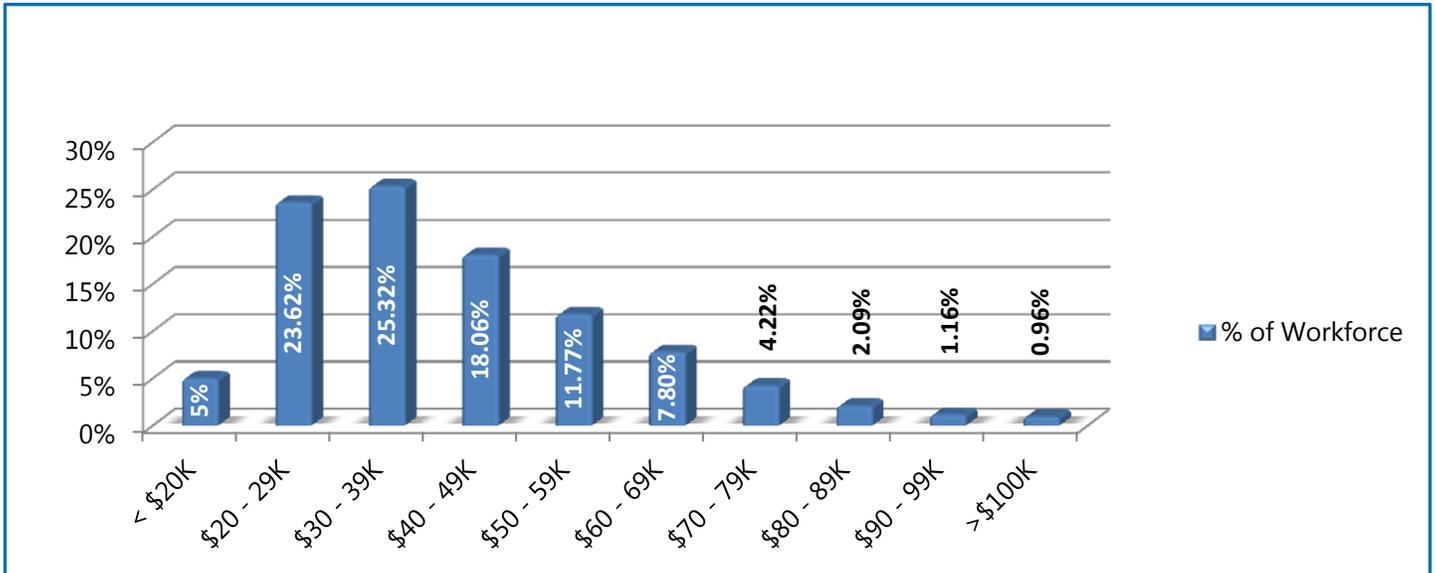
Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. The graph below depicts the state's classified workforce by EEO-4 category at the close of FY12-13.



# Classified Service Statistics FY12-13

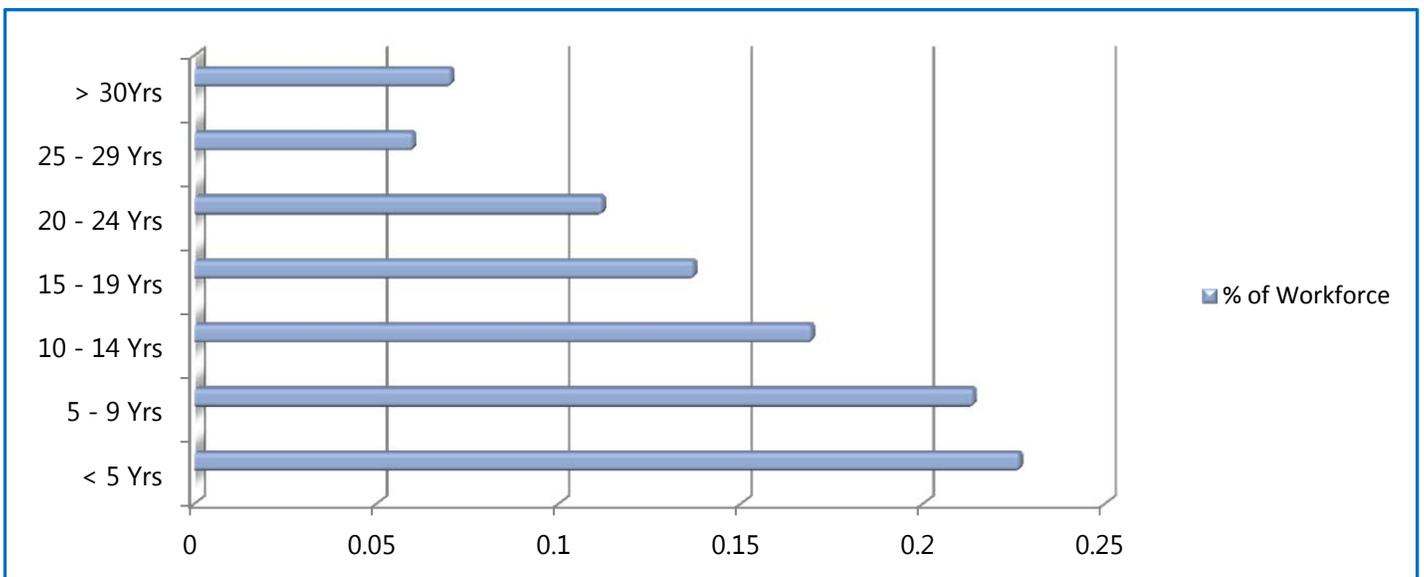
## Salary Distribution of Full-Time Classified Employees

The graph below represents the salary distribution of classified state employees. As depicted in the chart, the majority of the classified workforce (54%) has an annual salary of less than \$40,000.



## Length of Service - Classified Employees

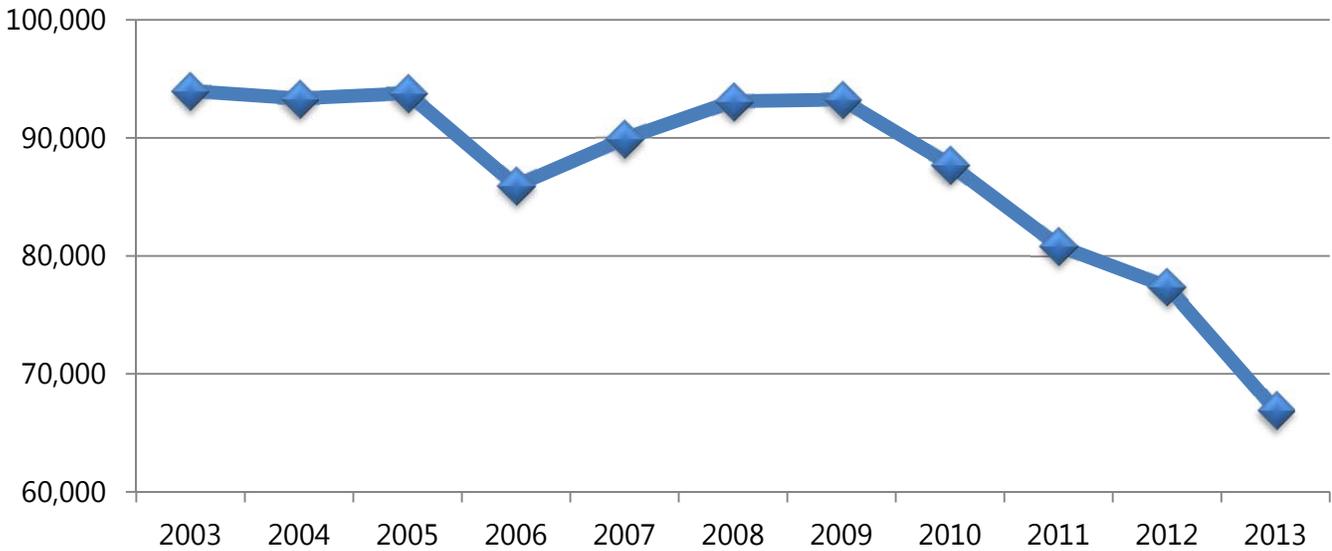
The data represented below indicates that at the close of FY12-13, 44% of classified employees had less than ten years of state service. Career service employees with more than twenty years of service comprised of approximately 24% of the workforce.



# Workforce Trends: FTE Employment Levels

The chart below depicts employment levels in Louisiana state government from Fiscal Year 2003 to Fiscal Year 2013. It represents the total full-time Equivalents for both classified and unclassified.

**FY12-13: 66,930 Full Time Equivalents**



**Trend of State Employment Levels 2003 - 2013**

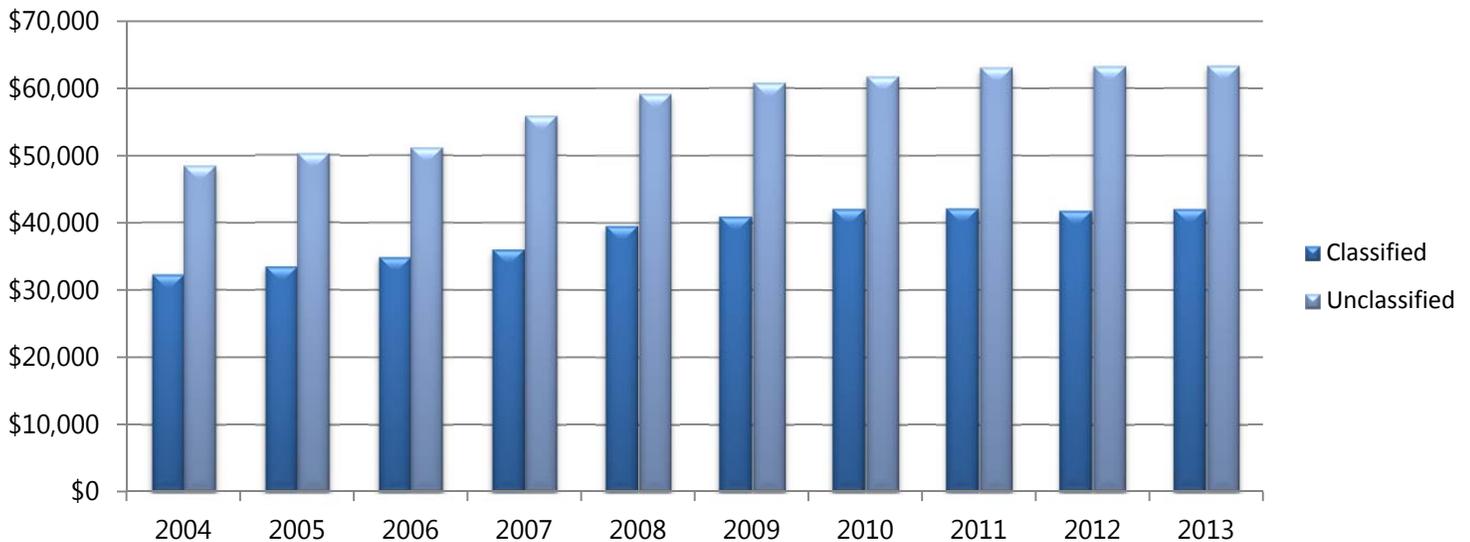
(Total Full-Time Equivalents - Classified & Unclassified)

2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
93,961	93,349	93,756	85,943	89,918	93,099	93,239	87,741	80,851	77,397	66,930

# Workforce Trends: Average Annual Pay Rate

The chart below depicts the average annual pay rate 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 2012-2013**  
**CLASSIFIED: \$42,140 vs. UNCLASSIFIED: \$63,426**



**Trend of Average Annual Pay Rates for Full-Time Employees**  
 (does not include State Police)

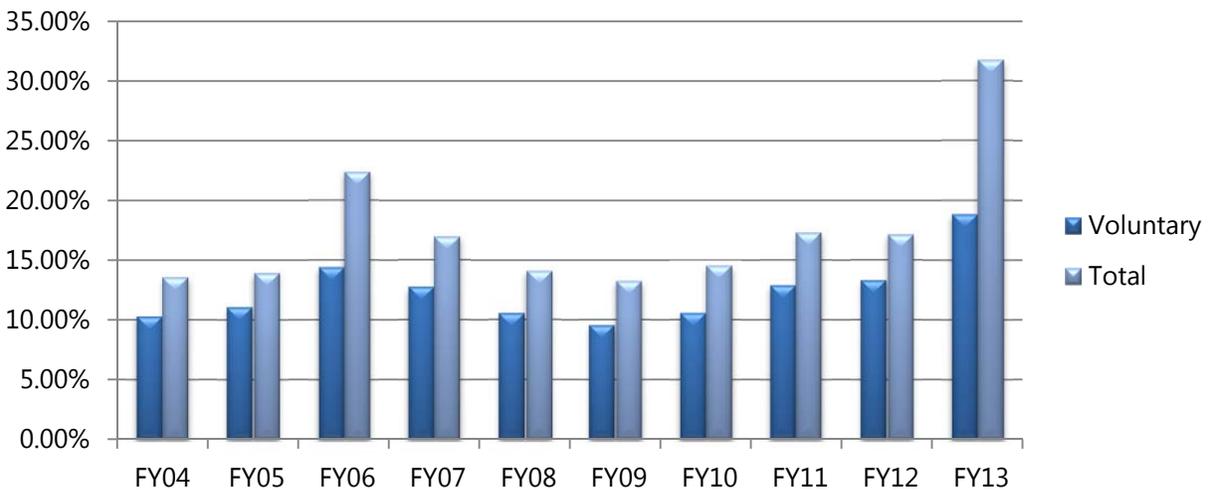
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Classified	\$32,375	\$33,540	\$34,961	\$36,104	\$39,619	\$40,988	\$42,187	\$42,208	\$41,864	\$42,140
Unclassified	\$48,516	\$50,323	\$51,219	\$55,933	\$59,246	\$60,854	\$61,861	\$63,130	\$63,337	\$63,426

# 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 2012-2013**  
**Voluntary Turnover: 18.89%**  
**Total Turnover: 31.80%**



**Trend of Turnover Rates for Classified Employees**

	FY 03-04	FY 04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
<b>Voluntary</b>	10.33%	11.12%	14.45%	12.80%	10.59%	9.59%	10.62%	12.94%	13.35%	18.89%
<b>Total</b>	13.60%	13.98%	22.40%	16.99%	14.10%	13.28%	14.56%	17.33%	17.17%	31.80%

NOTE: The privatization of state hospitals and the corresponding layoffs during the fiscal year in conjunction with a large number of retirements all contributed to the increase in statewide turnover.

# Fiscal Year Reports

**The following reports are available upon request. Please contact the Public Information Office at the State Civil Service at 225.342.8274 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 at: <http://www.civilservice.louisiana.gov/Publications/WeeklyReport.aspx>

**Female Workforce in State Government:** This report was prepared in response to House Concurrent Resolution Number 174, as adopted by the 2012 Regular Session of the Legislature. It contains data on the female workforce in Civil Service Agencies. This included females in the Departments of State Civil Service, Division of Administrative Law, Ethics Commission, Municipal Fire and Police, and the State Police Commission. This report reflected data as of June 30, 2012, and was prepared for distribution to House and Governmental Affairs on January 14, 2013. Copies of this report are available by 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. The report was prepared on February 4, 2013, and provided to the Latino Commission. 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.

**FY2012-2013 Annual Turnover Report:** Prepared for the State Civil Service Commission, this report contains data classified employee turnover. This report can be accessed on the State Civil Service website at: [http://www.civilservice.louisiana.gov/files/publications/annual\\_reports/2012-2013%20Annual%20Turnover%20Report.pdf](http://www.civilservice.louisiana.gov/files/publications/annual_reports/2012-2013%20Annual%20Turnover%20Report.pdf)

# Fiscal Year Reports

**FY2012-2013 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. This report can be accessed on the State Civil Service website at:

[http://www.civilservice.louisiana.gov/files/publications/annual\\_reports/2012-2013%20Act%20879%20Turnover%20Report.pdf](http://www.civilservice.louisiana.gov/files/publications/annual_reports/2012-2013%20Act%20879%20Turnover%20Report.pdf)

**FY2012-2013 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.

**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.

# Contact Us

For more information regarding the contents of this report, please contact:

Byron P. Decoteau Jr., PHR  
State Civil Service Deputy Director  
225.342.8272  
[byron.decoteau@la.gov](mailto:byron.decoteau@la.gov)

OR

Lindsay Ruiz de Chavez  
State Civil Service Public Information Officer  
225.342.8272  
[Lindsay.Ruiz@La.Gov](mailto:Lindsay.Ruiz@La.Gov)

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