



Human Resources Newsletter

February 2005 News

What's New, What's Hot

- **NEW ADMINISTRATIVE SUPPORT JOB SERIES:**

- Governor Blanco approved the new Administrative Support jobs, effective 1/17/05. The new series encompasses all clerical, clerical-supervisory, secretarial, and administrative specialist positions and consolidates over 50 Civil Service job titles into fourteen.

- All 400+ affected DOTD employees are being converted to the new job titles/pay levels via Job Correction effective 1/17/05. **Be reminded however that only employees who are currently below the new pay range minimum will receive an immediate increase in pay upon conversion.**

- The DOTD Compensation Unit is currently reviewing and allocating under its delegated authority, the approximate 250 position descriptions (SF-3s) for the conversion of positions to the appropriate titles in the new series. **Secretarial employees** will be allocated in accordance with the revised **Secretarial Memo of Understanding** which reflects recent recommendations made by the Standing Committee on Human Resources (SCHR) and subsequent approval by Civil Service.

- The four new series are as follows:

Administrative Coordinator 1 (AS 605)
Administrative Coordinator 2 (AS 607)
Administrative Coordinator 3 (AS 609)
Administrative Coordinator 4 (AS 611)

Administrative Supervisor 1 (AS 609)
Administrative Supervisor 2 (AS 611)

Administrative Assistant 1 (AS 605)
Administrative Assistant 2 (AS 607)
Administrative Assistant 3 (AS 609)
Administrative Assistant 4 (AS 611)
Administrative Assistant 5 (AS 613)

Administrative Program Specialist - A (AS 613)
Administrative Program Specialist - B (AS 614)
Administrative Program Specialist - C (AS 615)

- Any questions regarding conversion to the new job titles/pay levels may be directed to Susan Pellegrin at (225) 379-1292.

- PPM 13 is being revamped as DOTD's Anti-harassment and Complaint Procedure and will distinguish prohibited discrimination, harassment and retaliation and better define complaint procedures. To be issued soon.

Special Events



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(Continued)

Special Events

- February 2 - CS Commission Meeting
- February 8 - Mardi Gras Holiday
- February 16 - SCHR
- February 17 - HQ New Employee Orientation

HR Unit Updates

Employee Relations Unit

- Employees who requested Educational Leave/Tuition Reimbursement should receive notice of approval/denial prior to the school start date. If you have not received a response from us or have any questions, please contact Pam Dantin, 225-379-1241 or Ranzy Montet, 225-379-1239.

Personnel Management Unit

- Job Shadow Day has been rescheduled for Tuesday, April 12.
- Below is the Spring Career Day schedule:

Date	University	Time / Location
Tuesday, Feb. 15	Louisiana State University	9:00 a.m. Pete Maravich Assembly Center
Wednesday, Feb. 16	Southern University	9:00 a.m. F. G. Clark Activity Center
Thursday, Feb. 17	La. Tech University	9:00 a.m. University Student Center
Friday, Feb. 25	University of Lafayette	9:00 a.m. Union Ballroom
Monday, Feb. 28	McNeese State University	10:00 a.m. Parra Ball

- HR Training:
 - Employment Law: February 15, HQ Annex Bldg
 - PPR For Supervisors: February 22, Dist. 62
 - Documenting for Performance and Discipline: February 23-24, Dist. 62.