

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 58

June 7, 1985

TO: All Departments, Boards, Agencies and Commissions

FROM: Coralee Basile, Chief Administrative Officer

SUBJECT: CLASSIFIED PAY PLAN AND RULES OF THE CITY CIVIL SERVICE
COMMISSION, CITY OF NEW ORLEANS

1. PURPOSE.

The Dept. of City Civil Service is responsible for the promulgation of Rules and Regulations governing the Classified Service and for developing a pay plan for the Classified Service for the approval of the City Civil Service Commission and adoption by the City Council.

2. PROCEDURE.

The Classified Pay Plan shall be used by all departments when preparing personnel action forms and official documents involving positions listed in the Classified Service. Each department shall ensure that all documents requesting information on a classified position are completed in accordance with the current pay plan.

3. DISTRIBUTION OF INFORMATION.

Copies of the Classified Pay Plan and the Classified Rules can be obtained from the Management Services Division, Civil Service Department. A new pay plan will be distributed each time it is updated by the Department of Civil Service. Any amendments to the Classified Rules shall also be distributed by the Civil Service Department.

4. INQUIRIES.

Any questions concerning this content of the Classified Pay Plan and/or the Rules of the City Civil Service Commission should be directed to the Department of City Civil Service.

CB:KS:ch