



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF PERSONNEL SERVICES

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GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NUMBER 31

EFFECTIVE DATE: August 17, 1999

SUBJECT: Flexible Maximum Hire Rates For Office of Risk Management
Insurance Claims Examiners

AUTHORIZATION:

Whitman J. Kling, Jr.
Deputy Undersecretary

I. Policy:

In accordance with authority granted by the Department of State Civil Service effective August 17, 1999, it is the policy of the Division of Administration (DOA) to implement Flexible Maximum Hire Rates for Insurance Claims Examiner jobs within the Office of Risk Management.

II. Purpose:

The purpose of this policy is to provide the Division with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. Applicability:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. Procedure:

Sections hiring employees in positions that are in the Insurance Claims Examiner job series must hire at the established Special Entrance Rate, which is attached. Personnel Action Requests requesting appointments in these jobs must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

Effective August 17, 1999, employees who occupy positions in job titles affected by this Special Entrance Rate will be increased in pay by a percentage as indicated in the attachment to this policy, not to exceed the Maximum of the pay grade

V. Questions:

Any questions regarding this policy should be directed to the Office of Personnel Services.

DOA Personnel Policy Number 31, Flexible Maximum Hire Rates For Insurance Claims Examiner Jobs

Effective August 17, 1999, the Director of the Department of Civil Service approved Flexible Maximum Hire Rates for all Insurance Claims Examiner jobs.

The following chart reflects:

1. The GS level of the jobs affected,
2. The 7/1/97 minimum of the pay grade of the jobs affected,
3. The Flexible Maximum Hire Rate Authorized on August 17, 1999,
4. The percentage increase which will be implemented for employees in affected jobs in the Division of Administration effective August 17, 1999, and
5. The actual hire rate that will be utilized when filling jobs which fall into these categories from August 17, 1999 forward.

<u>GS</u>	<u>Minimum</u>	<u>Flexible Maximum Hire Rate Authorized</u>	<u>%</u>	<u>Hire Rate 1/10/00</u>
9	1194	1362	14	1362
10	1277	1456	14	1456
12	1462	1667	14	1667

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