



Office of Human Resources  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



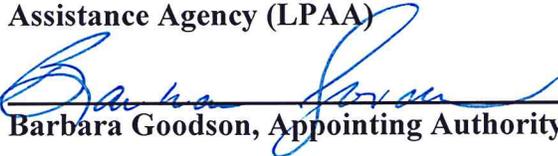
JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**PERSONNEL POLICY NO. 102**

**EFFECTIVE DATE:** July 4, 2016

**SUBJECT:** Flexible Maximum Hire Rate for Mobile Equipment  
Operator 1 – Heavy Jobs within the Louisiana Property  
Assistance Agency (LPAA)

**AUTHORIZATION:**

  
Barbara Goodson, Appointing Authority

**I. POLICY:**

In accordance with authority granted by the Department of State Civil Service and effective July 4, 2016, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for Mobile Equipment Operator 1 – Heavy jobs within the Louisiana Property Assistance Agency (LPAA).

**II. PURPOSE:**

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

**III. APPLICABILITY:**

This policy shall be applicable to the Louisiana Property Assistance Agency (LPAA) within the Division of Administration.

**IV. PROCEDURE:**

As of July 4, 2016, individuals hired in positions that are in the Mobile Equipment Operator 1 – Heavy job title, within LPAA, will be hired at the established Special Entrance Rate.

The Personnel Action Request (PAR) form requesting an appointment in this job title must reference the Special Entrance Rate in the “Remarks” portion of the PAR.

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Effective July 4, 2016, the pay of any employee occupying a position in the Mobile Equipment Operator 1 – Heavy job title, within the LPAA, will be increased by a percentage or to the new Flexible Maximum Hire Rate whichever is greater, not to exceed the Maximum of the pay grade.

**V. QUESTIONS:**

Any questions regarding this policy should be directed to the Office of Human Resources.

## ADDENDUM

The Department of State Civil Service has approved the use of Flexible Maximum Hire Rates for job titles in the Labor/Trades (WS) pay schedule. The following chart reflects:

1. The job title and pay level of the jobs affected,
2. The July 2, 2007 minimum of the pay grade of the job title affected, and
3. The actual hire rate that will be utilized by the Division of Administration when filling positions in this job title from July 4, 2016 forward.

<b>TITLE</b>	<b>JOB CODE</b>	<b>WS LEVEL</b>	<b>BIWEEKLY MINIMUM 7/2/2007</b>	<b>BIWEEKLY HIRE RATE 7/4/2016</b>
Mobile Equipment Operator 1 – Heavy within the Louisiana Property Assistance Agency (LPAA)	102860	WS-213	\$1,039.20	\$1,200.00