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GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Human Resources

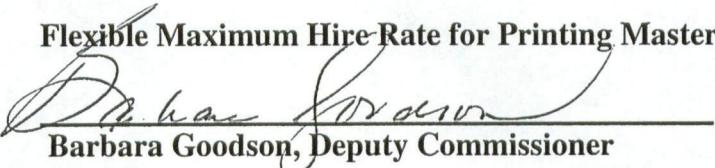
DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 68

EFFECTIVE DATE: July 15, 2004

REVISED DATE: June 16, 2008

SUBJECT: Flexible Maximum Hire Rate for Printing Master Operator

AUTHORIZATION: 
Barbara Goodson, Deputy Commissioner

I. POLICY:

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for the Printing Master Operator job title.

II. PURPOSE:

The purpose of this policy revision is to provide the DOA with a tool that allows for flexibility in pay for recruitment, retention purposes, and to allow for the change in job title from Printing Press Master Operator to Printing Master Operator.

III. APPLICABILITY:

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

IV. PROCEDURE:

As of June 16, 2008, individuals hired in positions that are in the Printing Master Operator job title will be hired at the established Flexible Maximum Hire Rate.

A Personnel Action Request (PAR) form requesting an appointment in this job title must reference the Flexible Maximum Hire Rate in the "Remarks" portion of the PAR.

Effective June 16, 2008, employees who occupy positions in the Printing Master Operator job title and whose pay is below the Flexible Maximum Hire Rate will be increased in pay up to the new rate.

V. QUESTIONS:

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

ADDENDUM A

The following chart reflects:

1. The job code, title and pay level of the job affected, and
2. The actual hire rate that will be utilized by the DOA when filling positions in this job from June 16, 2008 forward.

Job Code	Title	Pay Level	Biweekly Hire Rate 6/16/08
171180	Printing Master Operator	WS-213	\$1,139.20