



BOBBY JINDAL
GOVERNOR

PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

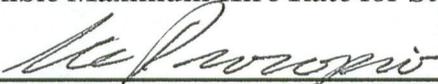
State of Louisiana
Division of Administration
Office of Human Resources

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 65

EFFECTIVE DATE: December 15, 2003; Revised July 23, 2012

SUBJECT: Flexible Maximum Hire Rate for State Purchasing Series

AUTHORIZATION: 
Steven Procopio, Appointing Authority

I. POLICY:

In accordance with authority granted by the Civil Service Commission effective July 23, 2012, it is the policy of the Division of Administration (DOA) to utilize a Flexible Maximum Hire Rate for positions in the State Purchasing job series.

II. PURPOSE:

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

III. APPLICABILITY:

This policy shall be applicable to the State Purchasing job titles listed below and will apply to all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of July 23, 2012, individuals hired in positions that are in the following State Purchasing job titles will be hired at the established Special Entrance Rate:

- State Purchasing Officer 1
- State Purchasing Officer 2
- State Purchasing Officer 3
- State Purchasing Manager
- State Purchasing Assistant Director

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the Flexible Maximum Hire Rate (or Special Entrance Rate) in the "Remarks" portion of the PAR.

Effective July 23, 2012, the pay of the employees who occupy positions in the job titles listed above 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 A

Effective July 23, 2012, the Civil Service Commission approved a statewide Flexible Maximum Hire Rate for the State Purchasing job title series.

The following chart reflects:

1. The job code, title and pay level of the job affected,
2. The July 23, 2012 biweekly minimum of the job affected, and
3. The actual hire rate that will be utilized by the DOA when filling positions in this job from July 23, 2012 forward.

Job Code	Title	Pay Level	Current Biweekly Minimum 7/23/12	Biweekly Hire Rate 7/23/12
148250	State Purchasing Officer 1	AS-614	\$1,138.40	\$1,453.00
101550	State Purchasing Officer 2	AS-616	\$1,304.00	\$1,664.00
148260	State Purchasing Officer 3	AS-617	\$1,395.20	\$1,780.40
101610	State Purchasing Manager	AS-619	\$1,597.60	\$2,038.60
162580	State Purchasing Assistant Director	AS-622	\$1,957.60	\$2,497.80