State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

"MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 58

EFFECTIVE DATE: **March 9, 1999; Revised 3/17/03; Revised 9/9/03**

SUBJECT: **Flexible Maximum Hire Rate for State Risk Adjuster Job Series**

AUTHORIZATION: **Whitman J. Kling, Jr., Deputy Undersecretary**

I. POLICY:

In accordance with authority granted by the Civil Service Commission effective September 9, 2003, it is the policy of the Division of Administration (DOA) to utilize a Flexible Maximum Hire Rate for positions in the State Risk Adjuster 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 all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of September 9, 2003, individuals hired in positions that are in the following State Risk Adjuster job titles will be hired at the established Special Entrance Rate, which is attached.

- State Risk Adjuster 2
- State Risk Adjuster 3
- State Risk Adjuster 4
- State Risk Adjuster 5

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

V. QUESTIONS:

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

ADDENDUM A

Effective September 9, 2003, the Civil Service Commission approved statewide Flexible Maximum Hire Rates for positions in the State Risk Adjuster job series.

The following chart reflects:

1. The job code, title and pay level of the jobs affected,

2. The September 9, 2003 biweekly minimum of the jobs affected, and

3. The actual hire rates that will be utilized by the DOA when filling positions in these jobs from September 9, 2003 forward.

Job Code	Title	Pay Level	Biweekly Minimum 9/9/03	Biweekly Hire Rate 9/9/03
161950	State Risk Adjuster 2	AS-612	$895.20	$996.92
167600	State Risk Adjuster 3	AS-613	$957.60	$1066.62
167610	State Risk Adjuster 4	AS-615	$1096.80	$1140.92
167620	State Risk Adjuster 5	AS-617	$1256.00	$1260.92