



*State of Louisiana*  
DIVISION OF ADMINISTRATION  
OFFICE OF HUMAN RESOURCES

KA. BEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

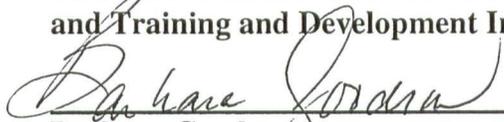
**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 34**

**EFFECTIVE DATE:** January 10, 2000; Revised 11/13/01; 1/14/2008

**SUBJECT:** Flexible Maximum Hire Rate for Management Intern  
and Training and Development Intern Job Titles

**AUTHORIZATION:**

  
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**Barbara Goodson**  
Assistant Commissioner of Management and Finance

**I. POLICY:**

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to utilize a Flexible Maximum Hire Rate for positions in the Management Intern and the Training and Development Intern job titles.

**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 January 14, 2008, individuals hired in positions that are in the Management Intern and the Training and Development Intern job titles must be hired at the established Flexible Maximum Hire Rate, which is attached.

Personnel Action Requests (PAR) requesting appointments in these job titles must reference the Flexible Maximum Hire Rate in the "Remarks" portion of the PAR.

Effective January 14, 2008, the pay of employees who occupy positions in the job titles listed above will be increased to the new Flexible Maximum Hire Rate.

**VI. QUESTIONS:**

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

### Addendum A

Effective July 18, 2007, Civil Service has approved statewide Flexible Maximum Hire Rates for jobs within the AS Schedule up to the Midpoint.

The following chart reflects:

1. The job code, title and pay level of the jobs affected,
2. The current 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 January 14, 2008 forward.

<b>Job Code</b>	<b>Title</b>	<b>Pay Level</b>	<b>Current Biweekly Minimum as of 1/14/08</b>	<b>New Biweekly Hire Rate as of 1/14/08</b>
156280	Management Intern	AS-611	\$1,216.62	\$1,443.20
162140	Training and Development Intern	AS-611	\$1,216.62	\$1,443.20