State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 60

EFFECTIVE DATE: **January 24, 1990; Revised September 9, 2003**

SUBJECT: **Flexible Maximum Hire Rate for State Risk Director**

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 Director job title.

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 State Risk Director job title will be hired at the established Special Entrance Rate.

Personnel Action Requests (PAR) requesting an appointment in this job title 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.

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ADDENDUM A

Effective September 9, 2003, the Civil Service Commission approved a statewide Flexible Maximum Hire Rate for the State Risk Director job title.

The following chart reflects:

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

2. The September 9, 2003 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 September 9, 2003 forward.

Job Code	Title	Pay Level	Biweekly Minimum 9/9/03	Biweekly Hire Rate 9/9/03
100690	State Risk Director	AS-625	$2,159.20	$2,299.85