State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

M "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 63

EFFECTIVE DATE: **October 8, 2003**

SUBJECT: **Flexible Maximum Hire Rate For IT Telecommunications Technical Services Administrator, Position # 111497**

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

I. POLICY:

In accordance with authority granted by the Civil Service Commission and effective October 8, 2003, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for Position # 111497 in the following job title:

- IT Telecommunications Technical Services Administrator

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 position # 111497 in the Office of Telecommunications Management of the DOA.

IV. PROCEDURE:

Beginning October 8, 2003, when hiring an employee in this position in the following job title, the DOA will hire at the established Special Entrance Rate, which is attached:

- IT Telecommunications Technical Services Administrator

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A Personnel Action Request (PAR) requesting an appointment to this position 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.

ADDENDUM

Effective October 8, 2003, the Civil Service Commission approved a Flexible Maximum Hire Rate for Position # 111497 in the IT Telecommunications Technical Services Administrator job title in the Office of Telecommunications Management within the Division of Administration.

The following chart reflects:

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

2. The previously authorized DOA Special Entrance Rate of the job and position affected, and

3. The actual biweekly hire rate that will be utilized by the DOA when filling this position from October 8, 2003 forward.

Job Code	Title	Position #	Pay Level	Biweekly Minimum 10/8/03	Biweekly Hire Rate 10/8/03
120500	IT Telecommunications Technical Services Administrator	111497	TS-317	$1,860.80	$ 2,884.62