



**State of Louisiana**  
Division of Administration  
Office of Human Resources

A handwritten signature in black ink, likely belonging to Angele Davis, the Commissioner of Administration.

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 66**

**EFFECTIVE DATE:** March 29, 2004

**REVISED DATE:** June 2, 2008

**SUBJECT:** Flexible Maximum Hire Rate for Printing Operator 2

**AUTHORIZATION:**   
Barbara Goodson, Deputy Commissioner

**I. POLICY:**

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for the Printing Operator 2 job title.

**II. PURPOSE:**

The purpose of this policy revision is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes, and to allow for the change in job title from the Printing Finishing Specialist 2 to the Printing Operator 2.

**III. APPLICABILITY:**

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

**IV. PROCEDURE:**

As of June 2, 2008, individuals hired in positions that are in the Printing Operator 2 job title will be hired at the established Flexible Maximum Hire Rate.

A Personnel Action Request (PAR) form requesting an appointment in this job title must reference the Flexible Maximum Hire Rate in the "Remarks" portion of the PAR.

Effective June 2, 2008, employees who occupy positions in the Printing Operator 2 job title and whose pay is below the Flexible Maximum Hire Rate will be increased in pay up to the current rate.

**V. QUESTIONS:**

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

**ADDENDUM A**

The following chart reflects:

1. The job code, title and pay level of the job affected, and
2. The actual hire rate that will be utilized by the DOA when filling positions in this job from June 2, 2008 forward.

<b>Job Code</b>	<b>Title</b>	<b>Pay Level</b>	<b>Biweekly Hire Rate 6/2/08</b>
171170	Printing Operator 2	WS-212	\$1,139.20