State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

K. . HLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 67

EFFECTIVE DATE: **May 3, 2004**

SUBJECT: **Flexible Maximum Hire Rate For IT Technical Support Specialist 2 Job, Position # 50328702**

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

I. POLICY:

In accordance with authority granted by the State Civil Service Commission and effective March 31, 2003, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for Position # 50328702 in the job title of IT Technical Support Specialist 2.

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for retention purposes.

III. APPLICABILITY:

This policy shall be applicable to the Office of Information Services of the DOA.

IV. PROCEDURE:

Effective May 3, 2004 when hiring an employee in Position # 50328702 in the job title of IT Technical Support Specialist 2 who possesses certain specific skills and knowledge needed, the DOA will hire at the established Special Entrance Rate, which is attached. The pay of any employee currently in this position, will be brought up to the Special Entrance Rate.

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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 March 31, 2003, the State Civil Service Commission approved Flexible Maximum Hire Rates for jobs in the TS pay schedule.

The following chart reflects:

1. The title, job code and pay level of the job and 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 May 3, 2004 forward.

TITLE	JOB CODE	POSITION #	TS LEVEL	PREVIOUS DOA SPECIAL ENTRANCE RATE	BIWEEKLY HIRE RATE 5/3/04
IT Technical Support Specialist 2	163110	50328702	312	$1,499.20	$1,656.80