



*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. 73**

**EFFECTIVE DATE:** August 10, 2005

**REVISED DATE:** June 6, 2007

**SUBJECT:** Flexible Maximum Hire Rate for State Loss Prevention Officer  
2 – Office of Risk Management

**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 implement a Flexible Maximum Hire Rate for positions in the State Loss Prevention Officer 2 job title within the Office of Risk Management.

**II. PURPOSE:**

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

**III. APPLICABILITY:**

This policy revision shall be applicable to the Division of Administration's Office of Risk Management.

**IV. PROCEDURE:**

Effective June 6, 2007, individuals hired in positions that are in the State Loss Prevention Officer 2 job title, within the Office of Risk Management, will be hired at the established Flexible Maximum Hire Rate below.

The Personnel Action Requests (PAR) form for an appointment in this job title must reference the Flexible Maximum Hire Rate in the "Remarks" section of the PAR.

Effective June 6, 2007, the pay of any employee occupying a position in the State Loss Prevention Officer 2 job title, within the Office of Risk Management, must be raised to at least the new Flexible Maximum Hire Rate. Those employees occupying positions in the State Loss Prevention Officer 2 job title whose pay is at or above the new Flexible Maximum Hire Rate, may be given a percentage increase not to exceed the maximum of the pay grade.

**V. QUESTIONS:**

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

## ADDENDUM

Effective June 6, 2007, the Civil Service Commission approved a Flexible Maximum Hire Rate for the job State Loss Prevention Officer 2 within the Office of Risk Management.

The following chart reflects:

1. The job code, title and pay level of the job affected, and
2. The current biweekly minimum of the job, and
3. The actual hire rate that will be utilized by the DOA when filling positions in this job from June 6, 2007 forward.

<b>Job Code</b>	<b>Title</b>	<b>Pay Level</b>	<b>Current Biweekly Minimum 6/6/07</b>	<b>Biweekly Hire Rate 6/6/07</b>
144050	State Loss Prevention Officer 2	AS-615	\$1,138.40	\$1,735.20