



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

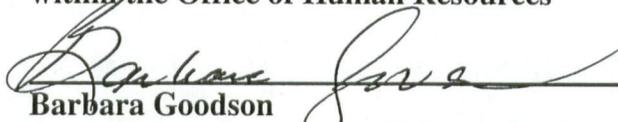
DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 79

EFFECTIVE DATE: May 15, 2006

SUBJECT: Flexible Maximum Hire Rate for Human Resources Job Series
within the Office of Human Resources

AUTHORIZATION:


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 Human Resources job series within the Office of Human Resources (OHR).

II. PURPOSE:

The purpose of this policy is to provide the Office of Human Resources with a tool that allows for flexibility in pay for recruitment, retention and other business reasons.

III. APPLICABILITY:

This policy shall be applicable to the Office of Human Resources within the Division of Administration.

IV. PROCEDURE:

As of May 15, 2006, individuals hired in positions that are in the following Human Resources job titles will be hired at the established Flexible Maximum Hire Rate:

- Human Resources Analyst 1, 2, 3
- Human Resources Manager 1, 2

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the Flexible Maximum Hire Rate (or Special Entrance Rate) in the "Remarks" portion of the PAR.

Effective May 15, 2006, the pay of employees who occupy positions in the job titles listed above will be increased by a percentage or to the new Flexible Maximum Hire Rate whichever is greater, 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 October 28, 2003, Civil Service has approved statewide Flexible Maximum Hire Rates for jobs within the AS Schedule up to the 1st Quartile.

The following chart reflects:

1. The job code, title and pay level of the job affected,
2. The previous SER or current biweekly minimum of the jobs affected, and
3. The actual hire rate that will be utilized by the DOA when filling positions in these jobs from May 15, 2006 forward.

Job Code	Title	Pay Level	Current Biweekly Minimum 5/15/06	New Biweekly Hire Rate 5/15/06
164330	Human Resources Analyst 1	AS-611	\$868.80	\$1,040.80
164340	Human Resources Analyst 2	AS-613	\$994.40	\$1,191.60
164350	Human Resources Analyst 3	AS-614	\$1,064.00	\$1,274.80
164360	Human Resources Manager 1	AS-615	\$1,138.40	\$1364.00
164370	Human Resources Manager 2	AS-617	\$1304.00	\$1562.40