



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

KA. **BOEN BABINEAUX BLANCO**
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 82

EFFECTIVE DATE: August 27, 2007

SUBJECT: Flexible Maximum Hire Rate for Human Resources Job Series

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.

II. PURPOSE:

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

III. APPLICABILITY:

This policy will be applicable to the Human Resources job titles listed below and will apply to all titles within the Division of Administration.

IV. PROCEDURE:

As of August 27, 2007, 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 A, B, C
- Human Resources Specialist
- Human Resources Supervisor
- Human Resources Manager A
- Human Resources Director C

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 August 27, 2007, 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 July 18, 2007, Civil Service has approved statewide Flexible Maximum Hire Rates for jobs within the AS Schedule up to the Midpoint.

The following chart reflects:

1. The job code, title and pay level of the job affected,
2. The 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 August 27, 2007 forward.

Job Code	Title	Pay Level	Current Biweekly Minimum 8/27/2007	New Biweekly Hire Rate 8/27/2007
170800	Human Resources Analyst A	AS-612	\$ 994.40	\$1,143.56
170810	Human Resources Analyst B	AS-613	\$1,064.00	\$1,223.60
170820	Human Resources Analyst C	AS-615	\$1,218.40	\$1,401.16
170960	Human Resources Specialist	AS-617	\$1,395.20	\$1,604.48
170970	Human Resources Supervisor	AS-618	\$1,492.80	\$1,716.72
170940	Human Resources Manager A	AS-619	\$1,597.60	\$1,837.24
170910	Human Resources Director C	AS-621	\$1,829.60	\$2,104.04