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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Human Resources

DIVISION OF ADMINISTRATION

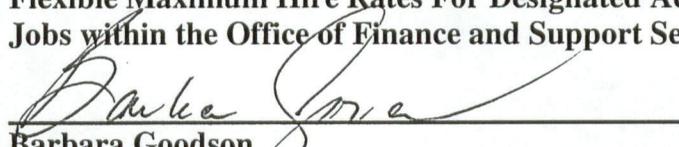
PERSONNEL POLICY NO. 84

EFFECTIVE DATE: November 5, 2007

REVISED DATE: February 23, 2009

SUBJECT: Flexible Maximum Hire Rates For Designated Accounting Jobs within the Office of Finance and Support Services (OFSS)

AUTHORIZATION:


Barbara Goodson
Deputy Commissioner of Administration

I. POLICY:

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement Flexible Maximum Hire Rates for designated Accounting jobs within the Office of Finance and Support Services (OFSS) within the Division of Administration.

II. PURPOSE:

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

III. APPLICABILITY:

This policy shall be applicable to the designated job titles listed on Addendum A that are within the OFSS.

IV. PROCEDURE:

As of February 23, 2009, individuals hired in the designated positions will be hired at the established Flexible Maximum Hire Rate, which is being established at the midpoint of the associated AS pay level.

A Personnel Action Request (PAR) form requesting appointments in these job titles must reference the Flexible Maximum Hire Rate in the "Remarks" portion of the PAR.

Effective February 23, 2009, the pay of employees who occupy positions in the affected job titles 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:

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 for which the DOA is implementing the Flexible Maximum Hire Rate.
2. The July 2, 2007 minimum of the pay grade of the jobs affected.
3. The actual hire rate that will be utilized by the OFSS when filling designated positions in the job from February 23, 2009 forward.

Job Code	Title	Pay Level	Current Biweekly Minimum as of 7/2/07	New Biweekly Hire Rate as of 2/23/09
139340	Accounting Technician	AS-611	\$ 929.60	\$1,443.20
160180	Accountant 1	AS-612	\$ 994.40	\$1,544.00
139350	Accountant 2	AS-613	\$1,064.00	\$1,652.00
139370	Accountant 3	AS-615	\$1,218.40	\$1,891.60
171400	Accountant 4	AS-617	\$1,395.20	\$2,165.60
159610	Accountant Supervisor 2	AS-617	\$1,395.20	\$2,024.00
159710	Accountant Manager 1	AS-618	\$1,492.80	\$2,165.60
159720	Accountant Manager 2	AS-619	\$1,597.60	\$2,479.60
159730	Accountant Manager 3	AS-621	\$1,829.60	\$2,839.20
159740	Accountant Manager 4	AS-622	\$1,957.60	\$3,038.00
159790	Accountant Administrator 5	AS-624	\$2,240.80	\$3,478.00