



**State of Louisiana**  
Division of Administration  
Office of Human Resources

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 86**

**EFFECTIVE DATE:** February 11, 2008

**SUBJECT:** Flexible Maximum Hire Rates for State Budget Manager and State Budget Management Analyst 4 Jobs

**AUTHORIZATION:** \_\_\_\_\_  
**Barbara Goodson**  
**Deputy Commissioner of Administration**

**I. POLICY:**

In accordance with authority granted by the Department of State Civil Service, it is the policy of the Division of Administration (DOA) to implement Flexible Maximum Hire Rates for positions in the State Budget Manager and State Budget Management Analyst 4 job titles, which have been established at the 1<sup>st</sup> quartile of their respective AS pay ranges.

**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 purposes.

**III. APPLICABILITY:**

This policy shall be applicable to the Office of Planning and Budget.

**IV. PROCEDURE:**

As of February 11, 2008, individuals hired in positions that are in the following job titles will be hired at the established Flexible Maximum Hire Rates:

- State Budget Manager
- State Budget Management Analyst 4

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

Effective February 11, 2008, 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 jobs 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 February 11, 2008 forward.

<b>Job Code</b>	<b>Title</b>	<b>Pay Level</b>	<b>Current Biweekly Minimum as of 2/11/08</b>	<b>New Biweekly Hire Rate as of 2/11/08</b>
167320	State Budget Management Analyst 4	AS-621	\$1,829.60	\$2,334.40
114050	State Budget Manager	AS-624	\$2,240.80	\$2,859.40