

Office of Technology Services  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
Governor



JAY DARDENNE  
Commissioner of Administration

TO: Barbara Goodson  
Appointing Authority

FROM: Dickie Howze  
OTS Section Head

DocuSigned by:  
Richard (Dickie) Howze  
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DATE: November 1, 2021

RE: **Pay Exception for OTS Technical Student Positions**

This is an exception request to the Student Pay Schedule in DOA Personnel Policy No. 10, *Appointment and Pay of Student Employees*. The Office of Technology Services (OTS) currently employs students in technical positions where they perform the same duties as full-time equivalents. OTS recognizes that student positions requiring technical skills above and beyond the duties associated with non-technical student positions shall be compensated accordingly; therefore, OTS is requesting approval to compensate students in OTS sections performing technical work with a higher pay rate than those in non-technical positions. OTS students in non-technical positions will continue to be compensated under the Student Pay Schedule in DOA Personnel Policy No. 10.

The intent of this exception is to assure equitable and appropriate compensation for students appointed to positions requiring specific technical skills and critical system responsibilities within OTS in compliance with applicable laws, regulations and rules. It also serves as a means to accomplish the goal of recruiting and retaining top-level students and ultimately professional talent within OTS.

The OTS student pay schedule ranges from a minimum of \$9.85 per hour to a maximum of \$14.30 per hour for undergraduate students. The pay rate for graduate students is \$14.80 per hour. The pay rate for undergraduate juniors, seniors, and graduate students majoring in a specialized degree ranges from \$14.40 to \$15.35 per hour. The pay rate for Cycle Monitors is \$13.25 per hour. Students classifying as juniors and seniors with specialized degrees, graduate students, and Cycle Monitors will be eligible for a \$.25 per hour increase annually if their performance is satisfactory and funds are available.

Each technical student position will have specific position requirements such as experience in a selected function or documented successful work toward or acquirement of special licenses and/or certifications in addition to the required Civil Service minimum qualifications.

Listed below are functional requirements for technical student positions:

1. **Technical Hardware Skills**

- Ability to troubleshoot/Image/Install/Move/Maintain/Deliver PC's, printers, scanners, system boards, hard drives, I/O cards.
- Ability to assist with physical Server/Power/Fiber & Data Cable installations.
- Ability to perform IP address changes.
- Ability to monitor DOA Mainframe and Data Center Servers, Environments, Power and Camera systems for availability and alerts.

2. **Technical Programming Skills**

- Ability to perform high-level programming functions for multiple or complex assigned functional program areas. These areas could include applications development & maintenance, program analysis & maintenance, planning, disaster recovery management, security, general maintenance, networking, website design, development and maintenance, communications and new and emerging technologies.
- Ability to assist in assigned advanced duties in database design, system design or programming skills (in multiple languages).
- Ability to assist in assigned advanced duties in Geographic Information systems (GIS) including GIS development, GIS programming, GIS web site development and management and GIS project development.

3. **Technical Communication Skills**

- Ability to communicate technical and/or complex information to citizens, state employees and other state and national callers.
- Ability to successfully complete state specialized directory assistance database training.

4. **Technical Machinery Operator Skills**

- Ability to operate complex machinery, for example mail insert & sorting machines.
- Ability to process critical notices and mailings with specific, high-quality output standards and deadlines.

5. **Cycle Monitor Skills**

- Ability to monitor nightly cycles of critical systems. (ISIS, LaGov)
- Responsible for verification of job outputs according to System Administration checklists and procedures.
- Maintains the production environment by use of advanced automated schedulers and other utilities available to the center.
- Routinely supports the centers applications, systems and operations areas as required and in activities requiring specialized production or recovery processing.
- Assists in system disaster recovery.
- Controls input and output in an Information Technology center and receives source data from state and federal users and outside industry.
- Prepares schedules and executes production runs. Audits and validates work from the processing room and prepares for distribution.

- Submits or assembles job control language (JCL) and/or data for processing, logs requests and records activities.
- Coordinates required reprint activity with operations and/or insert room personnel.
- Modifies or prepares job control language (JCL), schedules jobs for processing, initiates job recovery procedures, uses software production packages to perform various functions at a computer terminal/workstation, identifies job abends and errors in coding and reschedules production processing.
- Analyzes, interprets and recommends solutions to machine or processing problems based on predefined standards.

The OTS Section Heads and the CIO or his/her designee will determine which positions are considered as Technical Student (STP) positions. Any position eligible for technical student pay must have that noted on an approved Technical Student Position Description (see attached form).

Your favorable consideration to this request is appreciated.

Thank you.

Effective November 1, 2021, the following pay schedule will be utilized for calculating the hourly wages for OTS technical student positions as an exception to the Student Pay Schedule in DOA Personnel Policy No. 10, *Appointment and Pay of Student Employees*:

**OTS TECHNICAL STUDENT PAY SCHEDULE**

**EDUCATIONAL LEVEL EQUIVALENTS:**

**Currently a High School: \*\***

- Freshman = 9 points
- Sophomore = 10 points
- Junior = 11 points
- Senior = 12 points

**Currently a College: \*\***

- Freshman (0-29 cumulative hours) = 13 points
- Sophomore (30-59 cumulative hours) = 14 points
- Junior (60-89 cumulative hours) = 15 points
- Senior (90+cumulative hours) = 16 points

**WORK EXPERIENCE EQUIVALENTS:**

- 520 hours but less than 1040 hours = 1 point
- 1040 hours but less than 1560 hours = 2 points
- 1560 hours but less than 2080 hours = 3 points
- 2080 hours but less than 2600 hours = 4 points
- 2600 hours but less than 3120 hours = 5 points
- 3120 hours but less than 3640 hours = 6 points
- 3640 hours but less than 4160 hours = 7 points
- 4160 hours but less than 4680 hours = 8 points
- 4680 hours but less than 5200 hours = 9 points
- 5200 hours but less than 5720 hours = 10 points

Maximum of 1559 hours (2 points) work experience gained outside of state government will be creditable.  
 Maximum of 10 points creditable for total work experience.

POINTS	HOURLY WAGE
9-12	\$ 9.85
13	\$10.40
14	\$10.70
15	\$11.00
16	\$11.30
17	\$11.60
18	\$11.90
19	\$12.20
20	\$12.50
21	\$12.80
22	\$13.10
23	\$13.40
24	\$13.70
25	\$14.00
26	\$14.30
Graduate Student	\$14.80 (eligible for \$.25 increase annually)
<u>Specialized Degree</u> Juniors/Seniors	\$14.40 (eligible for \$.25 increase annually)
<u>Specialized Degree</u> Graduate Students	\$15.35 (eligible for \$.25 increase annually)
Cycle Monitor	\$13.25 (eligible for \$.25 increase annually)



## TECHNICAL STUDENT POSITION DESCRIPTION

Employee Name: _____ OTS Unit Name: _____	Position No. _____	Personnel No. _____\n_____
OTS Student Type (Regular Technical, Graduate Student, Cycle Monitor, Specialized Degree) _____	Points _____	Hourly Pay Rate _____
<b>DESCRIPTION OF DUTIES/RESPONSIBILITIES</b>		
<b>AGENCY APPROVAL</b>		
Supervisor: _____	Date: _____	
Section Head: _____	Date: _____	