

Office of Human Resources  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 144**

**EFFECTIVE DATE:** March 3, 2025

**PREVIOUS VERSION:** November 1, 2023

**SUBJECT:** Special Entrance Rates for the Office of Planning and Budget Job Titles

**AUTHORIZATION:**   
Patrick Goldsmith, Appointing Authority

**I. POLICY:**

In accordance with the authority granted by the Department of State Civil Service and effective March 3, 2025, the Division of Administration (DOA) amended DOA Personnel Policy No. 144 due to changes made to the Administrative "AS" Pay Schedule.

**PURPOSE:**

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

**II. APPLICABILITY:**

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

**III. PROCEDURE:**

Individuals hired in positions that are in the Office of Planning and Budget job titles will be hired at the established Special Entrance Rates.

The Personnel Action Request (PAR) form requesting an appointment in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

**IV. QUESTIONS:**

Any questions regarding this policy should be directed to the Office of Human Resources.

**ADDEMDUM**

The Department of State Civil Service has approved the use of Special Entrance Rates for job titles in the Administrative Schedule (AS) pay schedule. The following chart reflects:

1. The job title and pay level of the jobs affected,
2. The March 3, 2025 minimum of the pay grade of the job title affected, and
3. The actual hire rate that will be utilized by the Division of Administration when filling positions in the job title.

<b>TITLE</b>	<b>JOB CODE</b>	<b>AS LEVEL</b>	<b>BI-WEEKLY MINIMUM 3/3/2025</b>	<b>HOURLY HIRE RATE (SER)</b>	<b>BI-WEEKLY HIRE RATE (SER)</b>
State Budget Management Analyst 1	162590	AS-616	\$1,768.00	\$22.81	\$1,824.80
State Budget Management Analyst 2	162600	AS-618	\$2,024.80	\$26.13	\$2,090.40
State Budget Management Analyst 3	162610	AS-620	\$2,318.40	\$29.92	\$2,393.60
State Budget Management Analyst 4	167320	AS-621	\$2,480.80	\$32.01	\$2,560.80