

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. 115**

**EFFECTIVE DATE:** March 17, 2025

**PREVIOUS VERSION(S):** June 8, 2022; October 4, 2023

**SUBJECT:** Special Entrance Rates for Accounting Job Titles within the Office of Group Benefits (OGB)

**AUTHORIZATION:**   
Patrick Goldsmith, Deputy Commissioner

**I. POLICY:**

In accordance with the authority granted by the State Civil Service Commission and effective March 17, 2025, the Division of Administration (DOA) is amending Special Entrance Rates for Accounting job titles within the Office of Group Benefits (OGB).

**II. PURPOSE:**

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

**III. APPLICABILITY:**

This policy shall be applicable to the DOA/Office of Group Benefits.

**IV. PROCEDURE:**

As of March 17, 2025, individuals hired in positions that are in the Accounting 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.

Effective March 17, 2025, the pay of any employee occupying a position in the Accounting job titles will be increased by a percentage based on the job title as detailed in the addendum or to the new Special Entrance 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.

**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 from March 17, 2025 forward.

<b>TITLE</b>	<b>JOB CODE</b>	<b>AS LEVEL</b>	<b>BI-WEEKLY MINIMUM 3/3/2025</b>	<b>HOURLY HIRE RATE 3/17/2025</b>	<b>BI-WEEKLY HIRE RATE 3/17/2025</b>	<b>CORRESPONDING ADJUSTMENT</b>
Accountant 1	160180	AS-614	\$1,544.00	\$21.63	\$1,730.40	10%
Accountant 2	139350	AS-615	\$1,652.00	\$23.14	\$1,851.20	10%
Accountant 3	139370	AS-617	\$1,892.00	\$26.50	\$2,120.00	10%
Accountant 4	171400	AS-619	\$2,166.40	\$30.35	\$2,428.00	10%
Accountant Manager 2	159720	AS-621	\$2,480.80	\$32.56	\$2,604.80	5%
Accountant Manager 4	159740	AS-624	\$3,039.20	\$39.89	\$3,191.20	5%