

Office of Human Resources

State of Louisiana

Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

PERSONNEL POLICY NO. 108

EFFECTIVE DATE: July 10, 2019

SUBJECT: Special Entrance Rate for Engineer Job Titles

AUTHORIZATION: 
Barbara Goodson, Appointing Authority

I. POLICY:

In accordance with the authority granted by the Department of State Civil Service and effective July 10, 2019, it is the policy of the Division of Administration (DOA) to implement a Special Entrance Rate for Engineer job titles.

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 all sections of the DOA, both ancillary and appropriated.

IV. PROCEDURE:

As of July 10, 2019, individuals hired in positions that are in the Engineer job titles will be hired at the established Special Entrance Rate.

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 July 10, 2019, the pay of any employee occupying a position in the Engineer job titles will be increased by 5% 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.

ADDENDUM

The Department of State Civil Service has approved the use of a Special Entrance Rate for job titles in the Scientific/Technical Schedule (TS) pay schedule. The following chart reflects:

1. The job title and pay level of the jobs affected,
2. The January 2, 2018 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 this job title from July 10, 2019 forward.

TITLE	JOB CODE	TS LEVEL	BI-WEEKLY MINIMUM 1/2/2018	BI-WEEKLY HIRE RATE 7/10/2019
Engineer Intern 1	107680	TS-312	\$1,845.60	\$2,115.20
Engineer Intern 2	107690	TS-313	\$1,974.40	\$2,263.20
Engineer 3	109140	TS-314	\$2,112.80	\$2,671.20
Engineer 6 - DCL	165490	TS-319	\$2,964.00	\$3,316.00