

Office of Human Resources
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

PERSONNEL POLICY NO. 113

EFFECTIVE DATE: March 9, 2022

SUBJECT: Special Entrance Rate for Human Resources Job Titles

AUTHORIZATION: 
Barbara Goodson, Appointing Authority

I. POLICY:

In accordance with the authority granted by the Department of State Civil Service and effective March 9, 2022, it is the policy of the Division of Administration (DOA) to implement a Special Entrance Rate for Human Resources 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 the DOA/Office of Human Resources.

IV. PROCEDURE:

As of March 9, 2022, individuals hired in positions that are in the Human Resources 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 March 9, 2022, the pay of any employee occupying a position in the Human Resources job titles will be increased by a percentage based on 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.

ADDENDUM

The Department of State Civil Service has approved the use of a Special Entrance Rate 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 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 March 9, 2022 forward.

TITLE	JOB CODE	AS LEVEL	BI-WEEKLY MINIMUM 1/2/2018	BI-WEEKLY HIRE RATE 3/9/2022	CORRESPONDING ADJUSTMENT
Human Resource Analyst A	170800	AS-612	\$1,243.20	\$1,394.40	10%
Human Resource Analyst B	170810	AS-613	\$1,330.40	\$1,491.20	10%
Human Resources Analyst C	170820	AS-615	\$1,523.20	\$1,648.00	8%
Human Resources Specialist	170960	AS-617	\$1,744.00	\$1,821.60	4%
Human Resources Supervisor	170970	AS-618	\$1,866.40	\$1,948.80	4%
Human Resources Manager A	170940	AS-619	\$1,996.80	\$2,084.80	4%
Human Resources Manager B	170950	AS-620	\$2,136.80	\$2,231.20	4%
Human Resources Director D	170920	AS-623	\$2,617.60	\$2,709.60	3.5%