

Office of Human Resources  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**PERSONNEL POLICY NO. 104**

**EFFECTIVE DATE:** July 12, 2017

**SUBJECT:** Special Entrance Rate for Surveyor 3 and Surveyor 4

**AUTHORIZATION:**   
Barbara Goodson, Appointing Authority

**I. POLICY:**

In accordance with the authority granted by the Department of State Civil Service and effective July 12, 2017, it is the policy of the Division of Administration (DOA) to implement a Special Entrance Rate for the Surveyor 3 and Surveyor 4 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 Office of State Lands within the Division of Administration.

**IV. PROCEDURE:**

As of July 12, 2017, individuals hired in positions that are in the Surveyor 3 and Surveyor 4 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.

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Effective July 12, 2017, the pay of any employee occupying a position in the Surveyor 3 and Surveyor 4 job titles will be increased by a percentage 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 July 2, 2007 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 12, 2017 forward.

| <b>TITLE</b> | <b>JOB CODE</b> | <b>TS<br/>LEVEL</b> | <b>BI-WEEKLY<br/>MINIMUM<br/>7/2/2007</b> | <b>BI-WEEKLY<br/>HIRE RATE<br/>7/12/2017</b> |
|--------------|-----------------|---------------------|---|--|
| Surveyor 3   | 141370          | TS-311              | \$1,408.00                                | \$2,373.60                                   |
| Surveyor 4   | 166220          | TS-312              | \$1,506.40                                | \$2,539.60                                   |