

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. 59

EFFECTIVE DATE: January 22, 2024

PREVIOUS VERSION(S): November 20, 1999; March 31, 2003; June 25, 2004;
April 13, 2007; August 20, 2007

SUBJECT: Special Entrance Rate for FPC Project Manager

AUTHORIZATION:


Patrick Goldsmith, Appointing Authority

I. POLICY:

In accordance with the authority granted by the Department of State Civil Service and effective January 22, 2024, it is the policy of the Division of Administration (DOA) to implement a Special Entrance Rate (SER) for positions in the FPC Project Manager job title.

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 within the Division of Administration.

IV. PROCEDURE:

As of January 22, 2024, individuals hired in positions that are in the FPC Project Manager job title 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.

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 5, 2024 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 January 22, 2024 forward.

TITLE	JOB CODE	TS LEVEL	BI-WEEKLY MINIMUM 1/5/2024	HOURLY HIRE RATE 1/22/2024	BI-WEEKLY HIRE RATE 1/22/2024
FPC Project Manager	161950	TS-317	\$2,697.60	\$36.90	\$2,952.00