

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. 136

EFFECTIVE DATE: March 17, 2025

PREVIOUS VERSION(S): April 20, 2023; October 4, 2023

SUBJECT: Special Entrance Rates for Accounting Job Titles within the Office of Risk Management (ORM)

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 Risk Management (ORM).

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 Risk Management.

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.

TITLE	JOB CODE	AS LEVEL	BI-WEEKLY MINIMUM 3/3/2025	HOURLY HIRE RATE 3/17/2025	BI-WEEKLY HIRE RATE 3/17/2025	CORRESPONDING ADJUSTMENT
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 1	159710	AS-620	\$2,318.40	\$30.43	\$2,434.40	5%
Accountant Administrator 3	159770	AS-624	\$3,039.20	\$39.89	\$3,191.20	5%