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PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of Human Resources

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 96**

**EFFECTIVE DATE:** June 25, 2012

**SUBJECT:** Flexible Maximum Hire Rates for Administrative Coordinator 2 and Administrative Coordinator 3 Jobs within the Louisiana Property Assistance Agency (LPAA)

**AUTHORIZATION:**   
Steven Procopio, Appointing Authority

**I. POLICY:**

In accordance with the authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement Flexible Maximum Hire Rates for positions in the Administrative Coordinator 2 and Administrative Coordinator 3 job titles within LPAA, which have been established at the 1<sup>st</sup> quartile of their respective AS pay ranges.

**II. PURPOSE:**

The purpose of this policy is to provide LPAA with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy shall be applicable to the Louisiana Property Assistance Agency.

**IV. PROCEDURE:**

As of June 25, 2012, individuals hired in positions that are in the following job titles will be hired at the established Flexible Maximum Hire Rates:

- Administrative Coordinator 2
- Administrative Coordinator 3

Personnel Action Requests (PAR) requesting appointments in these job titles must reference the Flexible Maximum Hire Rate in the "Remarks" portion of the PAR.

Effective June 25, 2012, the pay of employees who occupy positions in the job titles listed above will be increased by a percentage or to the new Flexible Maximum Hire 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 A**

The following chart reflects:

1. The job code, title and pay level of the job for which the DOA is implementing the Flexible Maximum Hire Rate.
2. The July 2, 2007 minimum of the pay grade of the jobs affected.
3. The actual hire rate that will be utilized by LPAA when filling designated positions in the job series from June 25, 2012 forward.

<b>Job Code</b>	<b>Title</b>	<b>Pay Level</b>	<b>Current Biweekly Minimum as of 7/2/07</b>	<b>New Biweekly Hire Rate as of 6/25/12</b>
168050	Administrative Coordinator 2	AS-607	\$709.60	\$ 905.20
168060	Administrative Coordinator 3	AS-609	\$812.00	\$1,036.20