



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

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 62**

**EFFECTIVE DATE:** April 9, 1999; Revised 9/9/03; 11/1/04; 8/21/09

**SUBJECT:** Flexible Maximum Hire Rate for Attorney Job Series

**AUTHORIZATION:** Barbara Goodson, Deputy Commissioner

**I. POLICY:**

In accordance with authority granted by the Civil Service Commission it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the Attorney job series.

**II. PURPOSE:**

The purpose of this policy revision is to update the pay levels that were raised as a result of a job study conducted by the Department of Civil Service.

**III. APPLICABILITY:**

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

**IV. PROCEDURE:**

As of August 21, 2009, individuals hired in positions that are in the following Attorney job titles will be hired at the established Special Entrance Rate:

- Attorney 1
- Attorney 2
- Attorney 3
- Attorney Supervisor

Personnel Action Requests (PAR) requesting an appointment in these job titles 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 following chart reflects:

1. The job code, title and pay level of the job affected,
2. The previous SER or current biweekly minimum of the jobs affected, and
3. The actual hire rate that will be utilized by the DOA when filling positions in these jobs from August 21, 2009 and forward.

<b>Job Code</b>	<b>Title</b>	<b>Pay Level</b>	<b>Current Biweekly Minimum As of 7/2/07</b>	<b>Biweekly Hire Rate 8/21/09</b>
160580	Attorney 1	AS-617	\$1,395.20	\$1,443.20
160590	Attorney 2	AS-618	\$1,492.80	\$1,652.40
160600	Attorney 3	AS-620	\$1,709.60	\$1,891.60
160610	Attorney Supervisor	AS-622	\$1,957.60	\$2,024.00