



State of Louisiana
Division of Administration
Office of Human Resources

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 74

EFFECTIVE DATE: November 14, 2005

REVISED DATE: August 28, 2006: June 16, 2008

SUBJECT: Flexible Maximum Hire Rate for Printing Master Operator-
Position # 50332720

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 position # 50332720 in the job title of Printing Master Operator.

II. PURPOSE:

The purpose of this policy revision is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes by paying individuals who possess the necessary skills to operate a Heidelberg Speedmaster 5 Color Printing Press, a skill that demands this position to be valued higher than other positions of the same job title. Additionally, this revision will also reflect the change in job title from the Printing Press Master Operator to the Printing Master Operator.

III. APPLICABILITY:

This policy shall be applicable to the Office of State Printing and Forms Management within the DOA.

IV. PROCEDURE:

As of June 16, 2008, when hiring an employee in Position # 50332720 in the job title of Printing Master Operator, who possesses certain specific skills and knowledge necessary to operate the Heidelberg Speedmaster 5 Color Printing Press, the DOA will hire at the established Flexible Maximum Hire Rate.

A Personnel Action Request (PAR) form requesting an appointment in this job title must reference the Flexible Maximum Hire Rate in the "Remarks" portion of the PAR.

Effective June 16, 2008, an employee who occupies this position and his pay is below the Flexible Maximum Hire Rate shall be increased in pay up to the new rate.

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 affected, and
2. The actual hire rate that will be utilized by the DOA when filling positions in this job from June 16, 2008 forward.

Job Code	Title	Position #	Pay Level	Biweekly Hire Rate 6/16/08
171180	Printing Master Operator	50332720	WS-213	\$1,392.00