

Office of Human Resources  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



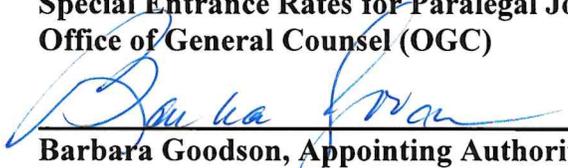
JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**PERSONNEL POLICY NO. 146**

**EFFECTIVE DATE:** October 4, 2023

**SUBJECT:** Special Entrance Rates for Paralegal Job Titles within the Office of General Counsel (OGC)

**AUTHORIZATION:**

  
Barbara Goodson, Appointing Authority

**I. POLICY:**

In accordance with the authority granted by the Department of State Civil Service and effective October 4, 2023, it is the policy of the Division of Administration (DOA) to implement Special Entrance Rates for Paralegal job titles within the Office of General Counsel (OGC).

**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 General Counsel.

**IV. PROCEDURE:**

As of October 4, 2023, individuals hired in positions that are in the Paralegal 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 October 4, 2023, the pay of any employee occupying a position in the Paralegal job titles will be increased by a percentage 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.

## ADDENDUM

The Department of State Civil Service has approved the use of a Special Entrance Rate 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 July 1, 2023 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 October 4, 2023 forward.

<b>TITLE</b>	<b>JOB CODE</b>	<b>AS LEVEL</b>	<b>BI-WEEKLY MINIMUM 7/1/2023</b>	<b>HOURLY HIRE RATE 10/4/2023</b>	<b>BI-WEEKLY HIRE RATE 10/4/2023</b>	<b>CORRESPONDING ADJUSTMENT</b>
Paralegal 1	165640	AS-612	\$1,284.80	\$19.31	\$1,544.80	5%
Paralegal 2	113470	AS-614	\$1,470.40	\$22.10	\$1,768.00	5%