

Office of Human Resources
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

PERSONNEL POLICY NO. 126

EFFECTIVE DATE: December 7, 2022

SUBJECT: Special Entrance Rate for the Mechanic 3 Job Title
within the Office of State Buildings

AUTHORIZATION: 
Barbara Goodson, Appointing Authority

I. POLICY:

In accordance with the authority granted by the Department of State Civil Service and effective December 7, 2022, it is the policy of the Division of Administration (DOA) to implement a Special Entrance Rate for the Mechanic 3 job title within the Office of State Buildings (OSB).

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 State Buildings.

IV. PROCEDURE:

As of December 7, 2022, individuals hired in the Mechanic 3 job title will be hired at the established Special Entrance Rate.

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 December 7, 2022, the pay of any employee occupying a Mechanic 3 position in the Office of State Buildings 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 Technician and Skilled Trades (WS) pay schedule. The following chart reflects:

1. The job title and pay level of the job affected,
2. The April 21, 2015 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 December 7, 2022 forward.

TITLE	JOB CODE	WS LEVEL	BI-WEEKLY MINIMUM 4/21/2015	HOURLY HIRE RATE 12/7/2022	BI-WEEKLY HIRE RATE 12/7/2022	CORRESPONDING ADJUSTMENT
Mechanic 3	103370	WS-213	\$1,256.80	\$18.83	\$1,506.40	7%