

Office of Human Resources
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 113

EFFECTIVE DATE: March 3, 2025

PREVIOUS VERSION: March 9, 2022

SUBJECT: Special Entrance Rates for Human Resources Job Titles

AUTHORIZATION: 
Patrick Goldsmith, Appointing Authority

I. POLICY:

In accordance with the authority granted by the Department of State Civil Service and effective March 3, 2025, the Division of Administration (DOA) amended DOA Personnel Policy No. 113 due to changes made to the Administrative "AS" Pay Schedule.

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 Human Resources.

IV. PROCEDURE:

Individuals hired in positions that are in the Human Resources 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.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDEMDUM

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 March 3, 2025 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.

TITLE	JOB CODE	AS LEVEL	BI-WEEKLY MINIMUM 3/3/2025	HOURLY HIRE RATE (SER)	BI-WEEKLY HIRE RATE (SER)
Human Resources Analyst A	170800	AS-612	\$1,348.80	\$17.43	\$1,394.40
Human Resources Analyst B	170810	AS-613	\$1,443.20	\$18.64	\$1,491.20