

**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. 132**

**EFFECTIVE DATE:** March 3, 2025

**PREVIOUS VERSION:** January 4, 2023

**SUBJECT:** Special Entrance Rate for Facility Planning and Control Job Title

**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. 132 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 Facility Planning and Control.

**IV. PROCEDURE:**

Individuals hired in the Facility Planning and Control 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.

**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 the job title in the Administrative Schedule (AS) pay schedule. The following chart reflects:

1. The job title and pay level of the job 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.

<b>TITLE</b>	<b>JOB CODE</b>	<b>AS LEVEL</b>	<b>BI-WEEKLY MINIMUM 3/3/2025</b>	<b>HOURLY HIRE RATE (SER)</b>	<b>BI-WEEKLY HIRE RATE (SER)</b>
State Fiscal Analyst 1	170340	AS-614	\$1,544.00	\$19.87	\$1,589.60