

Office of Human Resources
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

PERSONNEL POLICY NO. 130

EFFECTIVE DATE: January 4, 2023

SUBJECT: Special Entrance Rates for State Uniform Payroll Job Titles

AUTHORIZATION: 
Barbara Goodson, Appointing Authority

I. POLICY:

In accordance with the authority granted by the Department of State Civil Service and effective January 4, 2023, it is the policy of the Division of Administration (DOA) to implement Special Entrance Rates for State Uniform Payroll job titles.

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 Uniform Payroll.

IV. PROCEDURE:

As of January 4, 2023, individuals hired in positions that are in the State Uniform Payroll 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 January 4, 2023, the pay of any employee occupying a position in the State Uniform Payroll job titles will be increased by a percentage based on job title 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 October 1, 2022 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 January 4, 2023 forward.

TITLE	JOB CODE	AS LEVEL	BI-WEEKLY MINIMUM 10/1/2022	HOURLY HIRE RATE 1/4/2023	BI-WEEKLY HIRE RATE 1/4/2023	CORRESPONDING ADJUSTMENT
State Uniform Payroll Analyst 1	148500	AS-614	\$1,423.20	\$19.87	\$1,589.60	5%
State Uniform Payroll Analyst 2	148490	AS-616	\$1,629.60	\$22.81	\$1,824.80	5%
State Uniform Payroll Analyst 3	148480	AS-617	\$1,744.00	\$24.42	\$1,953.60	5%