

Office of Human Resources  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR

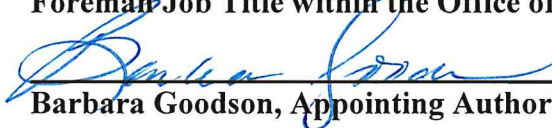


JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**PERSONNEL POLICY NO. 122**

**EFFECTIVE DATE:** December 7, 2022

**SUBJECT:** Special Entrance Rate for the HVAC/Control Technician  
Foreman 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 HVAC/Control Technician Foreman 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 HVAC/Control Technician Foreman 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 HVAC/Control Technician Foreman 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 January 30, 2014 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.

| <b>TITLE</b>                       | <b>JOB<br/>CODE</b> | <b>WS<br/>LEVEL</b> | <b>BI-WEEKLY<br/>MINIMUM<br/>1/30/2014</b> | <b>HOURLY<br/>HIRE RATE<br/>12/7/2022</b> | <b>BI-WEEKLY<br/>HIRE RATE<br/>12/7/2022</b> | <b>CORRESPONDING<br/>ADJUSTMENT</b> |
|------------------------------------|---------------------|---------------------|--------------------------------------------|-------------------------------------------|----------------------------------------------|-------------------------------------|
| HVAC/Control<br>Technician Foreman | 145810              | WS-217              | \$1,647.20                                 | \$24.68                                   | \$1,974.40                                   | 7%                                  |