

Office of Human Resources  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**PERSONNEL POLICY NO. 141**

**EFFECTIVE DATE:** March 1, 2023

**SUBJECT:** Special Entrance Rates for Group Benefits Analyst Job Titles

**AUTHORIZATION:**   
Barbara Goodson, Appointing Authority

**I. POLICY:**

In accordance with the authority granted by the Department of State Civil Service and effective March 1, 2023, it is the policy of the Division of Administration (DOA) to implement Special Entrance Rates for Group Benefits Analyst positions within the Office of Group Benefits.

**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 Group Benefits.

**IV. PROCEDURE:**

As of March 1, 2023, individuals hired in positions that are in the Office of Group Benefits 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 March 1, 2023, the pay of any employee occupying a position in the Office of Group Benefits job title 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 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 March 1, 2023 forward.

<b>TITLE</b>	<b>JOB CODE</b>	<b>AS LEVEL</b>	<b>BI-WEEKLY MINIMUM 10/1/2022</b>	<b>HOURLY HIRE RATE 3/1/2023</b>	<b>BI-WEEKLY HIRE RATE 3/1/2023</b>	<b>CORRESPONDING ADJUSTMENT</b>
Group Benefits Analyst 1	165360	AS-611	\$ 996.00	\$15.54	\$1,243.20	5%
Group Benefits Analyst 2	171610	AS-612	\$1,243.20	\$16.63	\$1,330.40	5%
Group Benefits Analyst 3	165370	AS-614	\$1,423.20	\$19.04	\$1,523.20	5%