



State of Louisiana

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LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 03-078

September 9, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: New Administrative Schedule

The new Administrative Schedule and Social Services Schedule were approved by Governor Mike Foster with an effective date of September 9, 2003. These two new pay schedules are the final new schedules that were created by Civil Service.

All job titles left in the General Schedule after the creation of the Social Services Schedule were placed in the Administrative Schedule (AS). Attached is the list of job titles in the department converted to the Administrative Schedule. Also attached is the Administrative Schedule Pay Grid. Our department does not have any job titles in the Social Services Schedule.

Implementation of the new AS schedule only affects employees below the new minimum. The salaries of those affected will be adjusted accordingly.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

Attachments

Please Post and Circulate