

PPM #35

Policy Name: *Special Entrance Rates (SERs)*

Effective Date: *July 25, 2005*

Revision Date: *September 12, 2011; December 1, 2011; April 20, 2012; June 11, 2012; July 9, 2012; November 12, 2012; March 18, 2013; September 24, 2013*

Authorization:



Charles R. Davis, Deputy Secretary

This memorandum cancels and supersedes all other memoranda and policies on this subject, including individual policies previously promulgated on behalf of a specific Office, position and/or job series.

POLICY:

In accordance with authority granted by the Civil Service Commission, it is the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to implement Special Entrance Rates for specific positions. The chart outlining those affected positions shall be maintained by the Human Resources Division and will reflect approved Special Entrance Rates throughout OLG/DCRT.

PURPOSE:

The purpose of this policy is to provide OLG/DCRT with a tool that allows for competitive pay for recruitment and retention efforts in accordance with Civil Service Rule 6.5(b).

APPLICABILITY:

This policy is applicable to the specific offices and positions reflected on the attached addendum.

PROCEDURE:

1. Individuals hired into positions that have been approved for Special Entrance Rates will be hired at the established Special Entrance Rate. The Personnel Authorization Form (Form 301) requesting an appointment into one of these positions must reference the Special Entrance Rate.
2. Employees who occupy positions specifically listed on the chart, and whose rate of pay is currently below the Special Entrance Rate, shall receive a pay adjustment up to the Special Entrance Rate.
3. Employees who occupy positions specifically listed on the chart, and whose rate of pay is currently above the Special Entrance Rate, may receive a corresponding pay adjustment.

Such adjustments are not required by Civil Service Rule, and therefore, are at the discretion of the Appointing Authority based on the agency's business needs and budget.

QUESTIONS

Any questions regarding this policy should be directed to the Human Resources Division.

Summary of Changes: Revised policy number (December 1, 2011); removed Guard SER from addendum due to elimination of Guard positions at OSM (April 20, 2012); added Parks District Manager SER (June 11, 2012); added Custodian Supervisor 2 SER for OSP (July 9, 2012); added Helper SER for OSP (November 12, 2012); added Accountant 1-3 SER's for OMF (March 18, 2013); added HR Analysts SER's for OMF (September 24, 2013).

ADDENDUM – LIST OF SPECIAL ENTRANCE RATES

Office of Management and Finance – Personnel Area 0261

<i>Job Title</i>	<i>Pay Level</i>	<i>Bi-Weekly SER</i>	<i>Effective Date</i>	<i>Business Reason</i>
Accountant 1	AS-612	\$1,268.80	3/18/2013	Accountants 1-3: To address recruiting/retention difficulties due to competition with other State agencies that offer higher salaries.
Accountant 2	AS-613	\$1,357.60	3/18/2013	
Accountant 3	AS-615	\$1,554.40	3/18/2013	
Human Resources Analyst A	AS-612	\$1,143.20	9/24/2013	Human Resources Analysts A-C: To address recruiting/retention difficulties due to competition with other State agencies that offer higher salaries.
Human Resources Analyst B	AS-613	\$1,224.00	9/24/2013	
Human Resources Analyst C	AS-615	\$1,400.80	9/24/2013	

Office of State Library – Personnel Area 0262

<i>Job Title</i>	<i>Pay Level</i>	<i>Bi-Weekly SER</i>	<i>Effective Date</i>	<i>Business Reason</i>
Deputy State Librarian	AS-623	\$3,000.00	4/7/2004	Library series: To ensure the ability to recruit applicants in light of salary survey data and local/parish library positions that offer higher salaries.
Librarian 1	AS-612	\$1,297.00	3/19/2007	
Librarian 2	AS-613	\$1,388.00	3/19/2007	
Librarian 3	AS-615	\$1,589.00	3/19/2007	
Library Consultant	AS-618	\$1,948.00	3/19/2007	
Library Manager 1	AS-616	\$1,701.00	3/19/2007	
Library Manager 2	AS-617	\$1,820.00	3/19/2007	
Library Manager 3	AS-619	\$2,230.00	3/19/2007	

State of Louisiana
Office of the Lieutenant Governor
Department of Culture, Recreation and Tourism

Office of State Museum – Personnel Area 0263

Job Title	Pay Level	Bi-Weekly SER	Effective Date	Business Reason
Carpenter Foreman	WS-215	\$1,633.20	7/1/2007	For WS-jobs: To address the shortage of applicants in the Labor/Trades jobs due to competition with private industry offering higher pay and bonuses; also, to address recruiting/retention difficulties due to transportation, housing and pay issues as a result of the location of DCRT's Museums, especially post-Katrina/Rita.
Carpenter Master	WS-213	\$1,426.40	7/1/2007	
Custodian 1	WS-202	\$648.00	7/1/2007	
Custodian 2	WS-203	\$725.20	7/1/2007	
Electrician	WS-212	\$1,333.20	7/1/2007	For Tourism Information Counselor 1: To address recruiting difficulties for experienced clerical applicants due to range minimum that is marginally above the Federal minimum wage.
Electrician Foreman	WS-215	\$1,633.20	7/1/2007	
Helper	WS-206	\$888.40	7/1/2007	
Laborer	WS-203	\$725.20	7/1/2007	
Maintenance Repairer 2	WS-212	\$1,333.20	7/1/2007	For Museum Director-Branch: To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position despite national recruiting efforts.
Maintenance Repairer Master	WS-213	\$1,426.40	7/1/2007	
Museum Director-Branch – Position #50328570 only	AS-617	\$2,885.00	1/11/2008	
Painter	WS-212	\$1,333.20	7/1/2007	
Painter Master	WS-213	\$1,426.40	7/1/2007	
Plasterer	WS-212	\$1,333.20	7/1/2007	
Plumber/Pipefitter Master	WS-213	\$1,426.40	7/1/2007	
Tourism Information Counselor 1	AS-606	\$846.00	9/12/2011	

Office of State Parks – Personnel Area 0264

Job Title	Pay Level	Bi-Weekly SER	Effective Date	Business Reason
Custodian Supervisor 2	WS-207	\$800.00	7/9/2012	For Custodian Supervisor 2: To address recruiting difficulties caused by a shortage of job applicants.
Engineering Technician 5	TS-310	\$1,517.60	12/18/2006	
Engineering Technician 5 (with 10+ yrs service prior to DCRT hire)	TS-310	\$1,805.60	12/18/2006	
Engineering Technician 5 (with 15+ yrs service total)	TS-310	\$2,093.60	12/18/2006	For Helper: To increase the ability to successfully recruit applicants from OSP's wage workforce by addressing the range minimum that is marginally above the Federal minimum wage.
Facility Project Planner 1	TS-310	\$1,517.60	12/18/2006	For Facility Project Planners and Engineering Technician 5: To ensure retention due to increased recruiting by private sector companies from the State workforce for this specific expertise; also, to attract applicants with a licensure, which is a desired requirement for OSP.
Facility Project Planner 1 (with licensure)	TS-310	\$1,805.60	12/18/2006	
Facility Project Planner 2	TS-312	\$1,737.60	12/18/2006	
Facility Project Planner 2 (with licensure)	TS-312	\$2,067.20	12/18/2006	For Park Ranger 2 and Park Ranger Specialist: To increase the ability to recruit applicants with expertise and training in law enforcement/security and POST certification, given the shortage of applicants available; also, to retain POST-certified personnel in light of higher compensation in private industry.
Facility Project Planner 3	TS-313	\$1,859.20	12/18/2006	
Facility Project Planner 3 (with licensure)	TS-313	\$2,212.00	12/18/2006	
Facility Project Planner 4	TS-315	\$2,128.60	12/18/2006	For Park Ranger 1: To ensure consistency with the Park Ranger 2 SER since these jobs are in a CPG and to increase the ability to attract applicants who are willing to become POST-certified.
Facility Project Planner 4 (with licensure)	TS-315	\$2,500.00	12/18/2006	
Facility Project Planner 5-B	TS-317	\$2,436.80	12/18/2006	
Facility Project Planner 5-B (with licensure)	TS-317	\$2,692.31	12/18/2006	For Parks District Manager: To address pay disparity in comparison to similar jobs in other States and address/prevent pay compression with subordinate staff.
Helper	WS-206	\$720.00	11/12/2012	
Park Ranger 1	PS-106	\$965.60	9/12/2011	
Park Ranger 2	PS-107	\$1,033.20	3/15/2007	
Park Ranger Specialist	PS-109	\$1,183.40	3/15/2007	
Parks District Manager	AS-620	\$2,057.60	6/11/2012	

Office of Cultural Development – Personnel Area 0265

<i>Job Title</i>	<i>Pay Level</i>	<i>Bi-Weekly SER</i>	<i>Effective Date</i>	<i>Business Reason</i>
Accountant 1	AS-612	\$1,269.00	1/26/2009	For Accountant jobs: To address recruitment issues related to insufficient applicant pools.
Accountant 2	AS-613	\$1,358.00	1/26/2009	
Architectural Director of Preservation – Position #49837 only	AS-619	\$2,500.00	4/4/2007	
Architectural Historian Manager	AS-617	\$2,158.00	4/30/2007	For Architect Dir of Preservation: To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position despite national recruiting efforts.
Cultural Program Coordinator – Position #158854 only	AS-616	\$1,731.00	6/6/2007	
				For Arch Historian Manager: To ensure the ability to recruit experienced applicants in light of salary survey data and limited Architectural History/Historic Preservation degree programs nationally.
				For Cultural Prog Coordinator: To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position despite national recruiting efforts.

Office of Tourism – Personnel Area 0267

<i>Job Title</i>	<i>Pay Level</i>	<i>Bi-Weekly SER</i>	<i>Effective Date</i>	<i>Business Reason</i>
Custodian 1	WS-202	\$858.40	3/19/2007	For Custodian jobs: To address the shortage of applicants in the Labor/Trades jobs due to competition with private industry offering higher pay and bonuses; also, to address recruiting/retention difficulties due to transportation, housing and pay issues as a result of the location of OT's Welcome Centers in rural and outlying areas of the State.
Custodian 2	WS-203	\$982.40	3/19/2007	