

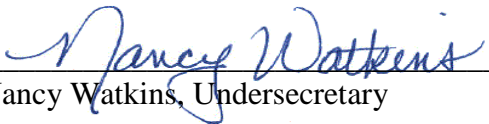
PPM #35

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; November 4, 2013; January 1, 2014; March 17, 2014; December 18, 2017; May 1, 2019, April 1, 2020*

Authorization:



Nancy Watkins, Undersecretary

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); added Maintenance SER's for OSP, reduced Custodian SER's for OT (November 4, 2013); removed Helper SER due to job correction of applicable positions to Parks Buildings and Grounds Attendant, added Parks Buildings and Grounds Attendant SER for OSP (January 1, 2014); added Printing Operator 1-2 SER's for OSL (March 17, 2014).removed SER for Accountant 1-3, HRA A-C, Custodian Supv 2, Engineering Tech 5, Facility Project Planner 1-5B, Maintenance Repairer 1-2, Museum Director Branch #50328570, Park Ranger 1-Specialist, Park District Manager, Plasterer, Printing Operator 1 & 2, TIC 1, due to New Minimums eff 1/2/18, Increase SER for Parks Building & Grounds Attendant (May 1, 2019). Increase SER for Accountants and Contracts/Grants Reviewer series (April 1, 2020).

ADDENDUM – LIST OF SPECIAL ENTRANCE RATES

Office of Lieutenant Governor – Personnel Area 0146

<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	\$1,423.20	04/01/2020	To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,523.20	04/01/2020	
Accountant 3	AS-615	\$1,744.00	04/01/2020	
Contracts/Grants Review 2	AS-612	\$1,330.40	04/01/2020	

Office of Secretary – 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	\$1,423.20	04/01/2020	To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,523.20	04/01/2020	
Accountant 3	AS-615	\$1,744.00	04/01/2020	
Contracts/Grants Reviewer 1	AS-611	\$1,243.20	04/01/2020	
Contracts/Grants Reviewer 2	AS-612	\$1,330.40	04/01/2020	
Contracts/Grants Reviewer 3	AS-614	\$1,523.20	04/01/2020	

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	4/07/2004	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	

Office of State Museum – Personnel Area 0263

<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	\$1,423.20	4/01/2020	To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,523.20	4/01/2020	
Accountant 3	AS-615	\$1,744.00	4/01/2020	
Carpenter Foreman	WS-215	\$1,633.20	7/01/2007	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	7/01/2007	
Custodian 1	WS-202	\$648.00	7/01/2007	
Custodian 2	WS-203	\$725.20	7/01/2007	
Electrician	WS-212	\$1,333.20	7/01/2007	
Electrician Foreman	WS-215	\$1,633.20	7/01/2007	
Helper	WS-206	\$888.40	7/01/2007	
Laborer	WS-203	\$725.20	7/01/2007	
Maintenance Repairer 2	WS-212	\$1,333.20	7/01/2007	
Maintenance Repairer Master	WS-213	\$1,426.40	7/01/2007	
Painter	WS-212	\$1,333.20	7/01/2007	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.
Painter Master	WS-213	\$1,426.40	7/01/2007	
Plumber/Pipfitter Master	WS-213	\$1,426.40	7/01/2007	

Office of State Parks – Personnel Area 0264

<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	\$1,423.20	04/01/2020	To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,523.20	04/01/2020	
Accountant 3	AS-615	\$1,744.00	04/01/2020	
Parks Building & Grounds	WS-205	\$ 800.00	05/01/2019	

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>
Architectural Director of Preservation – Position #49837 only	AS-619	\$2,500.00	4/4/2007	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. 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.
Architectural Historian Manager	AS-617	\$2,158.00	4/30/2007	
Cultural Program Coordinator – Position #158854 only	AS-616	\$1,731.00	6/6/2007	
Accountant 1	AS-612	\$1,423.20	4/01/2020	To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,523.20	4/01/2020	
Accountant 3	AS-615	\$1,744.00	4/01/2020	
Contracts/Grants Reviewer 3	AS-614	\$1,523.20	4/01/2020	

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>
Contracts/Grants Reviewer 1	AS-611	\$1,243.20	4/01/2020	To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Contracts/Grants Reviewer 2	AS-612	\$1,330.40	4/01/2020	
Contracts/Grants Reviewer 3	AS-614	\$1,523.20	4/01/2020	
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. Effective 11/4/2013, SER rates reduced to address budget issues related thereto.
		\$647.20	11/4/2013	
Custodian 2	WS-203	\$982.40	3/19/2007	
		\$692.80	11/4/2013	