

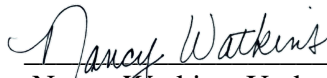
**PPM #35**

**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; April 1, 2020; December 2, 2020; September 1, 2021; November 3, 2021; April 6, 2022; July 1, 2023; September 6, 2023*

**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.

## 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, increased SER for Parks Building & Grounds Attendant (January 2, 2018); increased SER for Accountants and Contracts/Grants Reviewer series (April 1, 2020); added Contracts/Grants Reviewer 1 for OLG and 1, 2 & 3 for OCD (December 2, 2020). SER increase for PBGA (September 1, 2021). SER increase for OT Custodian 1 & 2 (November 3, 2021); added Tourism Information Counselor 1 & 2 and Tourism Supervisor SER (April 6, 2022); SER increase for Accountant, added rest of Accountant series and added SERs for Budget Analyst series, SER increase for HR series (July 1, 2023). Removed SER's for Carpenter Foreman, Carpenter Master, Custodian 1-2, Electrician, Electrician Foreman, Helper, Laborer, Maintenance Repairer 2, Maintenance Repairer Master, Painter, Painter Master, Plumber/Pipe Fitter Master, Parks, Building and Grounds Attendant, Tourism Information Counselor 1 due to new minimums effective (July 1, 2023). Added SER for OSP Park Ranger 1, 2, & Specialist (September 6, 2023).*

## 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	\$1,544.80	07/01/2023	To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,652.80		
Accountant 3	AS-615	\$1,825.60		
Accountant 4	AS-617	\$2,016.80		
Contracts/Grants Reviewer 1	AS-611	\$1,243.20	12/02/2020	
Contracts/Grants Reviewer 2	AS-612	\$1,330.40	04/01/2020	
Contracts/Grants Reviewer 3	AS-614	\$1,523.20	12/02/2020	

### 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	\$1,544.80	07/01/2023	To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,652.80		
Accountant 3	AS-615	\$1,825.60		
Accountant 4	AS-617	\$2,016.80		
Accountant Supervisor	AS-617	\$2,016.80		
Accountant Administrator 3	AS-622	\$2,731.20		
HR Analyst A	AS-612	\$1,394.40		
HR Analyst B	AS-613	\$1,491.20		
HR Analyst C	AS-615	\$1,648.00		
HR Specialist	AS-617	\$1,821.60		
HR Supervisor	AS-618	\$1,948.80		
HR Manager B	AS-620	\$2,231.20		
Budget Analyst 1	AS-612	\$1,330.04		
Budget Analyst 2	AS-613	\$1,423.20		
Budget Analyst 3	AS-615	\$1,629.60		
Contracts/Grants Reviewer 1	AS-611	\$1,243.20	04/01/2020	
Contracts/Grants Reviewer 2	AS-612	\$1,330.40		
Contracts/Grants Reviewer 3	AS-614	\$1,523.20		

**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		
Librarian 3	AS-615	\$1,589.00		
Library Consultant	AS-618	\$1,948.00		
Library Manager 1	AS-616	\$1,701.00		
Library Manager 2	AS-617	\$1,820.00		
Library Manager 3	AS-619	\$2,230.00		

**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	\$1,544.80	07/01/2023	For Accountant titles: To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,652.80		
Accountant 3	AS-615	\$1,825.60		
Accountant 4	AS-617	\$2,016.80		

**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	\$1,544.80	07/01/2023	To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,652.80		
Accountant 3	AS-615	\$1,825.60		
Accountant 4	AS-617	\$2,016.80		
Park Ranger 1	PS-106	\$1,388.80	09/06/2023	To address the inability to recruit an applicant with the preferred experience needed, and inability to compete with local law enforcement agencies.
Park Ranger 2	PS-107	\$1,486.40		
Park Ranger Specialist	PS-109	\$1,701.60		

**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.
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	
				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.
Accountant 1	AS-612	\$1,544.80	07/01/2023	For Accountant and C/GR titles: To address the inability to recruit an applicant with the preferred subject matter experience needed for this specific position.
Accountant 2	AS-613	\$1,652.80		
Accountant 3	AS-615	\$1,825.60		
Accountant 4	AS-617	\$2,016.80		
Contracts/Grants Reviewer 1	AS-611	\$1,243.20	12/02/2020	
Contracts/Grants Reviewer 2	AS-612	\$1,330.40		
Contracts/Grants Reviewer 3	AS-614	\$1,523.20	04/01/2020	

**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		
Contracts/Grants Reviewer 3	AS-614	\$1,523.20		
Tourism Information Counselor 2	AS-607	\$1012.00	04/06/2022	To address being able to recruit a higher caliber employee to work in the rural Welcome Centers.
Tourism Information Counselor 3	AS-608	\$1083.20		
Tourism Supervisor	AS-610	\$1380.00		