



Louisiana
SCS
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

www.civilservice.la.gov

 @LA_SCS

December 21, 2017

Richard Bushnell, Director
Louisiana Special Education Center
P.O. Drawer 7797
Alexandria, LA 71306



Dear Mr. Bushnell:

This is to advise that at its general business meeting held on Wednesday, December 13, 2017, the State Civil Service Commission granted the request of the Louisiana Special Education Center to re-establish Special Entrance Rates for the positions listed below, in accordance with State Civil Service Rule 19.3(b). Approval was granted effective January 2, 2018.

Specifically, the Commission approved the following Special Entrance Rates:

Job Title	Pay Level	Bi-Weekly Amount
LPN 3	MS 511	\$1,206.40
Residential Services Specialist 1	SS 403	\$738.80
Residential Services Specialist 2	SS 404	\$790.80
Residential Services Specialist 3	SS 406	\$905.20
Residential Services Specialist 5	SS 409	\$1,108.80
RN 3	MS 517	\$1,808.80

If you have any questions, please feel free to contact Amber Gorham, Compensation Division Human Resources Consultant, at (225) 342-8260.

Sincerely,

Byron P. Decoteau, Jr.
Director

CO:BD:mcm (1 Exhibit A)

Louisiana Special Education Center
Special Entrance Rate (SER)—Residential Services Specialists (RSS)

Authority and Purpose

In accordance with Civil Service Rule 6.5(b), the Louisiana Special Education Center (LSEC) is establishing a policy to adopt a special entrance rate, at the 1st quartile of the applicable pay range, for all Residential Services Specialists (RSS), in order to improve the retention problems we have experienced in these positions. This policy is intended to reduce turnover, resulting not only in more consistent services to our students in their home at LSEC, but also better enabling LSEC to meet required staff-student ratios.

Policy

All new RSS's at LSEC will be hired at the SER, which is the 1st quartile of the applicable pay range.

Job Title	SS-Level	Bi-Weekly SER
RSS 1	SS-403	\$738.80
RSS 2	SS-404	\$790.80
RSS 3	SS-406	\$905.20
RSS 4	SS-407	\$968.60
RSS 5	SS-409	\$1,108.80

Current RSS's will be brought up to the new SER or given a 2% pay increase, up to the maximum of the applicable pay range, whichever is greater.


Elizabeth Moore, Superintendent
Special School District