 Department of <b>Children &amp;  Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Executive Division
	<b>Chapter No./Name</b>	DCFS Departmental Policy
	<b>Part No./Name</b>	4 – Human Resources
	<b>Section No./Name</b>	4-41 Special Entrance Rates (SER) for Disability Determinations Services
	<b>Document No./Name</b>	4-41 Special Entrance Rates (SER) for Disability Determinations Services
	<b>Effective Date</b>	June 13, 2022

## I. STATEMENT OF POLICY

In accordance with Louisiana State Civil Service Rule 6.5(b), Special Entrance Pay, it is the policy of the Department of Children and Family Services (DCFS) to utilize Special Entrance Rates (SER) for Disability Determinations specific job titles.

The purpose of this policy is to provide DCFS with a pay mechanism to address a number of issues to include the following: recruiting and retention problems and market pay conditions.

## II. PROCEDURES

This policy shall apply to all new hires and current employees in the specified job titles listed below reflected in chart II(a) within the following programs within the Division of Family Support: **Disability Determinations Services**.

All employees in the specified job titles on the date of implementation shall either be brought up to the SER or receive a corresponding adjustment of 10%, whichever is greater. No employee shall be paid at a rate that exceeds the range maximum. The applicable job titles and pay rates are referenced below in chart II(a):


### II(a).

Job Title	Pay Level	Pay Rate
Disability Determinations Examiner 1	SS-411	\$17.56
Disability Determinations Examiner 2	SS-412	\$19.88
Disability Determinations Examiner 3	SS-413	\$21.27
Disability Determinations Examiner 4	SS-414	\$22.76
Disability Determinations Specialist	SS-415	\$24.35
Disability Determinations Supervisor	SS-416	\$26.05

**\*The current SERs listed below in chart II(b) remain unchanged, and the 10% corresponding adjustment is non- applicable: \***

### II(b).

Job Title	Pay Level	Pay Rate
Disability Determinations Consultant	SS-417	\$23.82
Disability Determinations Manager 1	SS-419	\$27.27
Disability Determinations Manager 2	SS-421	\$31.22
Disability Determinations Director	SS-422	\$33.40

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### III. FORMS AND INSTRUCTIONS

There are no forms and instructions associated with this policy.

### IV. REFERENCES

[Civil Service Rule 6.5\(b\)](#)