

Extraordinary Credentials Policy (for Civil Service Staff under the Administrative Pay Schedule (AS))

Statement of Policy:

It is the policy of the Louisiana State University Health Sciences Center – New Orleans that at the discretion of the Chancellor/Appointing Authority under the provisions of Civil Service rule 6.5(g) a new appointment* to a classified position in the Administrative (AS) Pay Schedule may be paid up to the mid-point of the position’s pay range if he or she possesses verified extraordinary qualifying credentials and/or job related experience above and beyond the minimum required qualifications.

Internal Criteria:

Incumbent will have to meet at least one (1) of the three (3) criteria above and beyond the minimum requirements, in order to qualify to receive a starting salary above the minimum of the salary range. If incumbent possesses one (1) of the three (3) criteria, incumbent may qualify to receive a starting salary above the minimum of the salary range up to the first (1st) quartile of the range. If incumbent possesses two (2) or more of the criteria, incumbent may qualify to receive a starting salary above the minimum of the salary range up to the mid-point of the range.

Education/Degree	Experience	Skills/Certifications, applicable to position
+1 or more level(s) (Associate’s degree or above) in a related area beyond the minimum qualifications of the civil service job specifications.	5+ years of related experience above the minimum requirement.	<ul style="list-style-type: none"> • ICD-CPT coding • Medical abstraction • Any related professional certification or training specific to the job, recognized by LA or nationally (if training is through vo-tech schools, must be at least 6 months or more). • Other skills as deemed appropriate by appointing authority - such as bilingual

Summary:

- Application of this policy relates to any position in the Administrative (AS) Pay Schedule.
- *Application of this policy is to new hires, new appointments, in other words – an employee who is new to the Louisiana Civil Service System. Transient, Restricted, Student Worker or any other type of temporary appointments will not be considered as “New hires”. Anyone who has lost re-employment rights as described by Civil Service, can be considered as “new hire”.
- Extraordinary credentials means credentials that are above and beyond the minimum qualifications specified by Agency.
- Policy will not apply to positions with Special Entrance Rates.
- Any of the criteria used in presenting a request for Flexible Pay Rates must be verifiable and approved by the Dean’s office. Documentation is required to be maintained at the department and provided, if necessary.