

SPECIAL ENTRANCE RATES

I. POLICY

It is the policy of the Department of Conservation and Energy (C&E) to implement Special Entrance Rates (SERs), as approved by the State Civil Service Commission, to facilitate recruiting and retention efforts for specific jobs. The chart outlining applicable jobs shall be maintained by the Human Resources Division as an addendum to this policy.

II. PURPOSE

The purpose of this policy is to ensure competitive pay for recruitment and retention efforts in accordance with [State Civil Service Rule 6.5\(b\)](#).

III. APPLICABILITY

This policy is applicable to the job titles listed on the attached addendum inclusive of all Offices of C&E (unless specified otherwise).

IV. SCOPE

- A.** Eligible individuals hired into a job title for which a SER has been approved shall be hired at the established SER rate.
- B.** Current, eligible employees who occupy a job title specifically listed on the chart, and whose rate of pay is below the SER rate, shall receive a pay adjustment up to the established SER rate.
- C.** Current, eligible employees who occupy positions in a job title specifically listed on the chart, and whose rate of pay is currently above the SER, may receive a corresponding pay adjustment. Such adjustments are not required by State Civil Service Rule, and therefore, are at the discretion of the Appointing Authority based on the agency’s business needs and budget. Any corresponding adjustment granted to employees shall only be given on the same effective date that the new SER is implemented for all positions in the job title.

V. QUESTIONS

Questions regarding this policy should be directed to the Human Resources Division.

VI. REVISION HISTORY

| Date | Action |
|------------------|---|
| January 2018 | Policy Established |
| March 2018 | Policy Revised |
| July 2019 | Policy Addendum Revised – Petroleum Scientist Titles Added |
| September 2021 | Policy Addendum Revised – Auditor Titles Added |
| March 1, 2023 | Policy Addendum Revised – Petroleum Scientist Titles Updated |
| May 1, 2023 | Policy Addendum Revised – Human Resources Titles Added |
| July 6, 2023 | Policy Addendum Revised – Accountant Titles Added and Coastal Resources Titles Updated |
| March 3, 2025 | Policy Addendum Revised – Accountant and Human Resources Titles Updated, Auditor Titles Removed |
| April 2, 2025 | Policy Addendum Revised – Petroleum Scientist Titles Updated |
| February 3, 2026 | Policy Addendum Revised – Human Resources Titles Updated; Attorney, Auditor and Budget Titles Added |

ADDENDUM TO HR POLICY NO. 37: LIST OF SPECIAL ENTRANCE RATES (SERs)

AUTHORIZATION:

Signed by:

Mark Normand Jr.

1/27/2026

Mark Normand, Jr., Undersecretary

ADDENDUM TO HR POLICY NO. 37: LIST OF SPECIAL ENTRANCE RATES (SERs)

| Job Title | Eligibility Criteria | Job Code | Pay Level | Hourly SER Rate | Bi-Weekly SER Rate | Effective Date | Corresponding Adjustment % |
|-----------------------------------|-----------------------------|-----------------|------------------|------------------------|---------------------------|-----------------------|-----------------------------------|
| Accountant Titles | | | | | | | |
| Accountant 1 | All Positions | 160180 | AS-614 | \$21.63 | \$1,730.40 | 3/17/2025 | 10% |
| Accountant 2 | All Positions | 139350 | AS-615 | \$23.14 | \$1,851.20 | 3/17/2025 | 10% |
| Accountant 3 | All Positions | 139370 | AS-617 | \$26.50 | \$2,120.00 | 3/17/2025 | 10% |
| Accountant 4 | All Positions | 171400 | AS-619 | \$30.35 | \$2,428.00 | 3/17/2025 | 10% |
| Accountant Manager 1 | All Positions | 159710 | AS-620 | \$30.43 | \$2,434.40 | 3/17/2025 | 5% |
| Accountant Manager 2 | All Positions | 159720 | AS-621 | \$32.56 | \$2,604.80 | 3/17/2025 | 5% |
| Accountant Manager 3 | All Positions | 159730 | AS-623 | \$37.28 | \$2,982.40 | 3/17/2025 | 5% |
| Accountant Administrator 4 | All Positions | 159780 | AS-625 | \$42.69 | \$3,415.20 | 3/17/2025 | 5% |
| Attorney Titles | | | | | | | |
| Attorney 1 | All Positions | 160580 | AS-619 | \$30.33 | \$2,426.40 | 2/3/2026 | 10% |
| Attorney 2 | All Positions | 160590 | AS-620 | \$32.45 | \$2,596.00 | 2/3/2026 | 10% |
| Attorney 3 | All Positions | 160600 | AS-622 | \$36.51 | \$2,920.80 | 2/3/2026 | 10% |
| Attorney 4 | All Positions | 171470 | AS-623 | \$39.07 | \$3,125.60 | 2/3/2026 | 10% |
| Attorney Supervisor | All Positions | 160610 | AS-624 | \$41.80 | \$3,344.00 | 2/3/2026 | 10% |
| Attorney-Deputy General Counsel 1 | All Positions | 171480 | AS-625 | \$44.73 | \$3,578.40 | 2/3/2026 | 5% |
| Attorney-General Counsel 2 | All Positions | 171510 | AS-627 | \$51.21 | \$4,096.80 | 2/3/2026 | 5% |
| Auditor Titles | | | | | | | |
| Auditor 1 | All Positions | 158520 | AS-614 | \$21.63 | \$1,730.40 | 2/3/2026 | 10% |
| Auditor 2 | All Positions | 158530 | AS-615 | \$23.14 | \$1,851.20 | 2/3/2026 | 10% |
| Auditor 3 | All Positions | 158540 | AS-617 | \$26.50 | \$2,120.00 | 2/3/2026 | 10% |
| Auditor 4 | All Positions | 171420 | AS-619 | \$30.35 | \$2,428.00 | 2/3/2026 | 10% |
| Auditor Supervisor | All Positions | 158550 | AS-620 | \$32.47 | \$2,597.60 | 2/3/2026 | 10% |
| Audit Manager | All Positions | 158560 | AS-622 | \$35.88 | \$2,870.40 | 2/3/2026 | 5% |
| Auditor--Internal | All Positions | 161750 | AS-622 | \$35.88 | \$2,870.40 | 2/3/2026 | 5% |
| Audit Director 3 | All Positions | 171410 | AS-626 | \$45.68 | \$3,654.40 | 2/3/2026 | 5% |
| Budget Series | | | | | | | |
| Budget Analyst 1 | All Positions | 139690 | AS-613 | \$20.20 | \$1,616.00 | 2/3/2026 | 10% |
| Budget Analyst 2 | All Positions | 139700 | AS-614 | \$21.61 | \$1,728.80 | 2/3/2026 | 10% |
| Budget Analyst 3 | All Positions | 139730 | AS-616 | \$24.31 | \$1,944.80 | 2/3/2026 | 10% |
| Budget Analyst 4 | All Positions | 171430 | AS-618 | \$27.84 | \$2,227.20 | 2/3/2026 | 10% |
| Budget Administrator 3 | All Positions | 165690 | AS-625 | \$42.68 | \$3,414.40 | 2/3/2026 | 5% |

ADDENDUM TO HR POLICY NO. 37: LIST OF SPECIAL ENTRANCE RATES (SERs)

| Job Title | Eligibility Criteria | Job Code | Pay Level | Hourly SER Rate | Bi-Weekly SER Rate | Effective Date | Corresponding Adjustment % |
|--|-----------------------------|-----------------|------------------|------------------------|---------------------------|-----------------------|-----------------------------------|
| <i>Coastal Resources Scientist Titles</i> | | | | | | | |
| Coastal Resources Scientist 1 | All Positions | 159020 | TS-308 | \$20.91 | \$1,672.80 | 7/6/2023 | 2% |
| Coastal Resources Scientist 2 | All Positions | 159030 | TS-309 | \$22.38 | \$1,790.40 | 7/6/2023 | 2% |
| Coastal Resources Scientist 3 | All Positions | 159040 | TS-311 | \$25.62 | \$2,049.60 | 7/6/2023 | 2% |
| Coastal Resources Scientist 4 | All Positions | 172230 | TS-312 | \$27.41 | \$2,192.80 | 7/6/2023 | 2% |
| Coastal Resources Scientist Staff DCL A | All Positions | 168250 | TS-314 | \$31.38 | \$2,510.40 | 7/6/2023 | 2% |
| Coastal Resources Scientist Senior DCL B | All Positions | 166280 | TS-317 | \$38.45 | \$3,076.00 | 7/6/2023 | 2% |
| Coastal Resources Scientist Supervisor | All Positions | 159050 | TS-314 | \$31.38 | \$2,510.40 | 7/6/2023 | 2% |
| Coastal Resources Scientist Manager | All Positions | 159060 | TS-317 | \$38.45 | \$3,076.00 | 7/6/2023 | 2% |
| Coastal Resources Administrator | All Positions | 159080 | TS-320 | \$47.10 | \$3,768.00 | 7/6/2023 | 2% |
| <i>Conservation Enforcement Specialist Titles</i> | | | | | | | |
| Conservation Enforcement Specialist 1 | Pipeline Division Only | 165650 | TS-306 | \$18.76 | \$1,500.80 | 1/2/2018 | N/A |
| Conservation Enforcement Specialist 2 | Pipeline Division Only | 165660 | TS-307 | \$20.07 | \$1,605.60 | 1/2/2018 | N/A |
| Conservation Enforcement Specialist 3 | Pipeline Division Only | 165670 | TS-309 | \$22.98 | \$1,838.40 | 1/2/2018 | N/A |
| <i>Human Resources Titles</i> | | | | | | | |
| Human Resources Analyst A | All Positions | 170800 | AS-613 | \$20.20 | \$1,616.00 | 2/3/2026 | 10% |
| Human Resources Analyst B | All Positions | 170810 | AS-614 | \$21.61 | \$1,728.80 | 2/3/2026 | 10% |
| Human Resources Analyst C | All Positions | 170820 | AS-616 | \$24.31 | \$1,944.80 | 2/3/2026 | 10% |
| Human Resources Specialist | All Positions | 170960 | AS-617 | \$26.01 | \$2,080.80 | 2/3/2026 | 10% |
| Human Resources Supervisor | All Positions | 170970 | AS-619 | \$29.79 | \$2,383.20 | 2/3/2026 | 10% |
| Human Resources Manager A | All Positions | 170940 | AS-621 | \$32.92 | \$2,633.60 | 2/3/2026 | 5% |
| Human Resources Director C | All Positions | 170910 | AS-623 | \$37.69 | \$3,015.20 | 2/3/2026 | 5% |

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| Job Title | Eligibility Criteria | Job Code | Pay Level | Hourly SER Rate | Bi-Weekly SER Rate | Effective Date | Corresponding Adjustment % |
|--|------------------------------------|----------|-----------|-----------------|--------------------|----------------|----------------------------|
| <i>Petroleum Scientist Titles</i> | | | | | | | |
| Petroleum Scientist 1 | Engineering Degree (Non-Petroleum) | 173810 | TS-312 | \$27.65 | \$2,212.00 | 4/2/2025 | 4.5% |
| | Geology/Geoscience Degree | | | \$27.65 | \$2,212.00 | 4/2/2025 | 4.5% |
| | Petroleum Engineering Degree | | | \$28.85 | \$2,308.00 | 4/2/2025 | 4.5% |
| Petroleum Scientist 2 | Engineering Degree (Non-Petroleum) | 173820 | TS-314 | \$30.55 | \$2,444.00 | 4/2/2025 | 4.5% |
| | Geology/Geoscience Degree | | | \$30.55 | \$2,444.00 | 4/2/2025 | 4.5% |
| | Petroleum Engineering Degree | | | \$33.03 | \$2,642.40 | 4/2/2025 | 4.5% |
| Petroleum Scientist 3 | Engineering Degree (Non-Petroleum) | 173830 | TS-316 | \$33.76 | \$2,700.80 | 4/2/2025 | 4.5% |
| | Geology/Geoscience Degree | | | \$33.76 | \$2,700.80 | 4/2/2025 | 4.5% |
| | Petroleum Engineering Degree | | | \$37.82 | \$3,025.60 | 4/2/2025 | 4.5% |
| Petroleum Scientist Supervisor | Engineering Degree (Non-Petroleum) | 173840 | TS-317 | \$36.12 | \$2,889.60 | 4/2/2025 | 4.5% |
| | Geology/Geoscience Degree | | | \$36.12 | \$2,889.60 | 4/2/2025 | 4.5% |
| | Petroleum Engineering Degree | | | \$40.47 | \$3,237.60 | 4/2/2025 | 4.5% |
| Petroleum Scientist Manager 1 | Engineering Degree (Non-Petroleum) | 173850 | TS-319 | \$39.91 | \$3,192.80 | 4/2/2025 | 4.2% |
| | Geology/Geoscience Degree | | | \$39.91 | \$3,192.80 | 4/2/2025 | 4.2% |
| | Petroleum Engineering Degree | | | \$44.72 | \$3,577.60 | 4/2/2025 | 4.2% |
| Petroleum Scientist Manager 2 | Engineering Degree (Non-Petroleum) | 173860 | TS-320 | \$42.70 | \$3,416.00 | 4/2/2025 | 4.2% |
| | Geology/Geoscience Degree | | | \$42.70 | \$3,416.00 | 4/2/2025 | 4.2% |
| | Petroleum Engineering Degree | | | \$47.85 | \$3,828.00 | 4/2/2025 | 4.2% |
| Petroleum Scientist Administrator | Engineering Degree (Non-Petroleum) | 173870 | TS-322 | \$49.65 | \$3,972.00 | 4/2/2025 | 4.2% |
| | Geology/Geoscience Degree | | | \$49.65 | \$3,972.00 | 4/2/2025 | 4.2% |
| | Petroleum Engineering Degree | | | \$52.10 | \$4,168.00 | 4/2/2025 | 4.2% |