

RULE 1600
SALARY PLANS AND COMPENSATION

1601.1 Salary on Appointment - Appointments to positions in the classified service with the County shall be made at the ENTRY level step except when necessary for recruitment purposes as determined by the Personnel Director or the Board under one of the following conditions:

A. In the event an employee entering County employment is found to possess qualifications which could be construed as being extraordinary for the position. For the purposes of this rule, "extraordinary" means the employee has education and/or experience superior to that of employees typically entering into positions of the same class.

In order to effect such an employment, the appointing authority must list in writing all pertinent facts explaining why the employee is thought to possess "extraordinary" qualifications for the position in which he/she is to be hired and present those facts to the Personnel Director for approval of advance placement at above the ENTRY (1st) level step but not more than the JOURNEY (3rd) level step on the salary schedule. If the Personnel Director denies the advance step hire request, the department head may appeal to the Board of Supervisors.

If the appointing authority wishes to hire an employee at either the ADVANCED (4th) level step or the CAREER (5th) level step, the appointing authority must list in writing all pertinent facts explaining why the employee is thought to possess "extraordinary" qualifications for the position which he/she is being hired and present those facts to the Board for approval of advance placement on the salary schedule.

B. In the event that qualified employees in certain occupations cannot be secured through normal recruitment and hiring procedures. The Personnel Director may authorize the employment of such employees at a point in the schedule above the ENTRY level step but not more than the JOURNEY level step on the salary schedule. If the Personnel Director denies the advance step hire request, the department head may appeal to the Board of Supervisors. The Board must authorize the employment of such employees at the ADVANCED or CAREER level steps.

(Revised by Resolution 2002-81 on April 16, 2002)