

## **1601.1 Salary on Appointment and Advanced Step Appointments**

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 Human Resources (HR) Director or the Board under one of the following conditions:

### **1. Advanced Step 2 or 3**

In the event an employee entering County employment is found to possess qualifications which could be construed as being extraordinary technical, professional, or managerial skills for the position, s/he may be considered for an advanced step appointment not to exceed Step 2 or Step 3. For the purposes of this rule, "extraordinary" means the employee has education and/or experience exceeding that of employees typically entering into positions of the same class.

In order to qualify for Step 2 or Step 3 advanced step appointment the employee or applicant must possess two or three times the minimum qualifications in the relevant field and/or have advanced education, technical skills, or specialized certifications needed by the County.

In order to effect such an employment, the appointing authority must fill out the Advanced Step Appointment Request, listing 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 Human Resources Director for approval of advance placement at above step 1 Entry level but not more than the step 3 Journey level.

If the Human Resources Director denies the advance step hire request, the department head may appeal to the Board of Supervisors.

### **2. Highest Previous Rate**

This pay setting flexibility applies to salary grade schedule and allows an employee's pay to be set above step one of the grade based on a higher rate of pay the employee received in a previous county, city, state, or federal job in the same or comparable class.

### **3. ADVANCED Step 4 or 5**

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 or candidate is thought to possess "extraordinary" qualifications for the position which he/she is being hired to the Classification, Compensation, Recruitment, and Retention Committee (CCRR) Committee. The CCRR Committee will review and analyze each request and prepare recommendation to the Board of Supervisors for approval of advance placement on the salary schedule.

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