	Policy # 114

Subject: Hiring At A Salary Above Entry Level	
Responsible Department: Personnel Services	
Effective Date: 09/1980	**Revision Date:** 01/1987
David Devine **Director of Personnel Services**	**Navdeep S. Gill** **County Executive**

1. **Purpose**

   To outline the policy and procedures regarding requests to hire employees at salary above the entry step for the class.

2. **Authority**

   Personnel Ordinance, Chapter 2.78 of the Sacramento County Code.

3. **Scope**

   This policy applies to candidates applying for County employment and current County employees who may be affected by the hiring of a new employee at a salary above entry level.

4. **Policy**

   These procedures apply to recruitment and equity adjustment under specific conditions:

   1. To recruit exceptionally qualified candidates.

   2. To adjust an employee's salary when the employee has received an inequitably low step in a salary range as a result of applying the Personnel Ordinance.

   3. To hire a nurse who is eligible for appointment from a civil service list and has worked for at least one year in a medium or large hospital or health department in California.

   These procedures do not apply to hiring Deputy Sheriffs at salaries above the entry salary step, which is covered specifically in Policy # 116.

Some labor agreements negotiated with recognized employee organizations allow for advanced step placement of newly hired employees in specific classes. (Refer to the applicable labor agreement.)

Standards of Application:

The hiring department must demonstrate the necessity for advanced step placement according to one of three criteria:

1. The department can recruit an exceptional candidate only through advanced step placement (Personnel Ordinance, Section 2.78.470); or

2. Advanced step placement is needed to adjust an employee's salary to an equitable step within the range authorized for the class (Personnel Ordinance, Section 2.78.415(f)); or

3. The candidate is a nurse who is eligible for appointment from a civil service list and has worked for at least one year in a medium or large hospital or health department in California

Procedures:

Operating Department

1. Request authority to appoint an employee to a position at a salary above the entry salary step for the class. Submits written justification for the appointment to the Director, Department of personnel Management (DPM).

   a. The request should include current salary information, specific experience, and dates of relevant employment, where possible.

   b. Request based on Personnel Ordinance, Section 2.78.470 should name any current employee who is in the same class, has comparable qualifications, and should be considered for a similar adjustment.

2. Does not offer an advanced step placement or process an advanced step appointment until the placement has been approved in writing by the Director of Personnel Management or the County Executive.

Director, Department of Personnel Management

1. Review all requests to appoint at above entry level salary. Responds in writing to the appointing authority in the requesting department.

      a. Reviews all requests for non-management positions and for positions with a starting salary below $25,000 per year (below $958.40 biweekly).

      b. Review all requests to appoint nurses at above entry level salary.

  2. Forward to the County Executive all requests for management positions and for positions with a starting salary of $25,000 per year or more ($958.40) biweekly and above.)

<u>County Executive</u>

Review all requests for management positions and for positions with a starting salary of $25,000 per year or more ($958.40 biweekly and above). Responds in writing to the appointing authority in the requesting department.

<u>Personnel Actions Section, Department of Personnel Management</u>

Verifies step placement on Masterfile. After receiving written authorization for advanced step placement, submits the masterfile into the payroll system.

5. <u>Review</u> Not Applicable