



Legislation Details (With Text)

File #: 20-0057 **Version:** 1
Type: Agenda Item **Status:** Approved
File created: 1/7/2020 **In control:** Board of Supervisors
On agenda: 1/28/2020 **Final action:** 1/28/2020
Title: Human Resources Department recommending the Board receive and file a report (Attachment A) identifying all advanced step hires that were requested by departments and approved by either the Director of Human Resources or the Chief Administrative Officer during Calendar Year 2019.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - 2019 Advance Step Hires Report 1-28-20

Date	Ver.	Action By	Action	Result
1/28/2020	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board receive and file a report (Attachment A) identifying all advanced step hires that were requested by departments and approved by either the Director of Human Resources or the Chief Administrative Officer during Calendar Year 2019.

FUNDING: N/A

DISCUSSION / BACKGROUND

In accordance with the County's Personnel Rules adopted by the Board, a department head may recommend to the Director of Human Resources that new or current employees that have competed in the recruitment and selection process be hired at up to the third step of the salary range of the employee's classification if (i) the candidate possesses extensive job related training or experience that exceeds minimum qualifications, or (ii) due to the difficult nature of the recruitment, few qualified candidates were available and it is necessary to hire at an advanced step in order to obtain a person to fill the vacancy.

Consistent with the County's Personnel Rules adopted by the Board, any request to hire at step four or five of the salary range must be approved by the Chief Administrative Officer.

The department head is required to submit a written justification for an advance step hire with the Director of Human Resources or Chief Administrative Officer, respectively. Upon finding that the department's request complies with this criterion, the Human Resources Department shall process the necessary paperwork granting the advance step hire.

All advanced step hires shall be reported annually to the Board.

ALTERNATIVES

N/A

PRIOR BOARD ACTION

Calendar Year 2017 Advanced Step Hires - Legistar #: 18-0073

Calendar Year 2018 Advanced Step Hires - Legistar #: 19-0177

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Chief Administrative Office

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

There is no financial impact related to the Board receiving and filing the advanced step hires report.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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