



Legislation Text

File #: 17-0057, **Version:** 1

Chief Administrative Office recommending the Board receive and file a report identifying all advanced step new hires that were requested by departments and approved by the Director of Human Resources or the Chief Administrative Officer during Calendar Year 2016.

DEPARTMENT RECOMMENDATION

Chief Administrative Office recommending the Board receive and file a report identifying all advanced step new hires that were requested by departments and approved by the Director of Human Resources or the Chief Administrative Officer during Calendar Year 2016.

DISCUSSION / BACKGROUND

In accordance with the Personnel Rules adopted by the Board of Supervisors, a Department Head may recommend to the Director of Human Resources that new or current employees that have competed in the recruitment process be hired at up to the third step of the salary range of the employee's classification if the candidate possesses exceptional skills or qualifications that would be highly beneficial to the County or department, or 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.

The Department Head is required to file a written justification for an advance step hiring with the Director of Human Resources. Upon finding that the department's request complies with this criteria, the Human Resources Department shall process the necessary paperwork granting the advanced step hiring. Any request to hire at step four or five of the salary range must be approved by the Chief Administrative Office.

In addition, all advanced step hires shall be reported annually to the Board of Supervisors.

It should be noted that due to system limitations the attached report only identifies new employees who were hired at an advanced step, and does not include existing employees who were promoted to another position and placed at an advanced step.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

FINANCIAL IMPACT

N/A

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Don Ashton, Chief Administrative Officer

Judith Ker, Interim Director of Human Resources