



## Legislation Text

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**File #:** 18-0073, **Version:** 1

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Human Resources recommending the Board receive and file a report identifying all advanced step new hires that were requested by departments and approved by either the Director of Human Resources or the Chief Administrative Officer during Calendar Year 2017.

**FUNDING:** N/A

**DEPARTMENT RECOMMENDATION**

The Human Resources Department recommending the Board receive and file a report identifying all advanced step new hires that were requested by departments and approved by either the Director of Human Resources or the Chief Administrative Officer during Calendar Year 2017.

**DISCUSSION / BACKGROUND**

In accordance with 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 the candidate possesses exceptional skills or qualifications that would be highly beneficial to the County/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 qualified candidate to fill the vacancy.

Consistent with the 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.

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

It should be noted that due to system limitations the attached report only identifies new employees (regular and extra-help 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.

**ALTERNATIVES**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

**CAO RECOMMENDATION**

It is recommended that the Board receive and file the report.

**FINANCIAL IMPACT**

N/A

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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