



## Legislation Details (With Text)

**File #:** 19-0177      **Version:** 1  
**Type:** Agenda Item      **Status:** Approved  
**File created:** 1/24/2019      **In control:** Board of Supervisors  
**On agenda:** 2/12/2019      **Final action:** 2/12/2019  
**Title:** Human Resources Department recommending the Board receive and file a report (Attachment A) identifying all advanced step hire requests by departments and approved by either the Director of Human Resources or the Chief Administrative Officer during Calendar Year 2018.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - 2018 Advance Step Hires 2-12-19

Date	Ver.	Action By	Action	Result
2/12/2019	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board receive and file a report (Attachment A) identifying all advanced step hire requests by departments and approved by either the Director of Human Resources or the Chief Administrative Officer during Calendar Year 2018.

**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 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 (Section 1304.4).

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.

In addition, all advanced step hires shall be reported annually to the Board. Attached is a summary of all advanced step hire requests in 2018.

### ALTERNATIVES

N/A

**PRIOR BOARD ACTION**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

**CAO RECOMMENDATION**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

N/A

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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