



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: ~~MM88-09~~  
EFFECTIVE DATE: January 1, 1988  
EXPIRATION DATE: June 30, 1988  
DATE OF ISSUE: ~~April 22, 1988~~

88-14

June 6, 1988

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

SUBJECT: Recruitment Hiring-Above-Minimum (HAM) Authorization for the 1987-88  
Fiscal Year - New Salary Rates

Replaces Management Memorandum MM 88-08 9

This memorandum replaces the above mentioned memorandum and recaps the hiring-above-minimum authorizations for the 1987-88 fiscal year which includes the general salary increases which are effective January 1, 1988. Additions and changes are indicated by vertical lines in the right margin; deletions are indicated by horizontal lines.

This special hiring authorization may be amended or cancelled at any time and will expire on June 30, 1988. The effective date of the HAM authorizations is January 1, 1988 unless otherwise indicated.

Sections I or II contain specific instructions for the application of this authorization. General instructions which apply to Sections I and II follow each section. The provisions of the applicable section should be explained to all employees affected, particularly the conditions under which the employee's transfer from a locality would result in the loss of the "plus" salary adjustment.

If you have any questions or comments regarding this authorization contact <sup>DIANE</sup> Diane Hickey, Personnel Standards Unit, at (916) 324-0439, ATSS 454-0439.

NR-AM-0

R. L. Rutherford, Manager  
Personnel Services Branch

Attachment

SECTION I

UNIT 1

<u>Code</u>	<u>Class</u>	<u>Department Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
1864	Medical Record Director	Developmental Svcs./ Camarillo State Hospital	Rg A	1911	1990	<u>2086</u>	2182	2289
4010	Auditor I (Hispanic)	Corporations and Savings and Loan		\$1755	1829	1911	1990	<u>2086</u>
4010	Auditor I (Hispanic)	All Other State Agencies/ All Locations		1755	<u>1829</u>	1911	1990	2086
4175	Auditor I	Corporations and Savings and Loan		1755	1829	1911	1990	<u>2086</u>
4175	Auditor I	All Other State Agencies All Locations		1755	<u>1829</u>	1911	1990	2086
4480	Bank Examiner	Department of Banking	Rg A		1911	1990	2086	<u>2182</u>
4420	Insurance Examiner	All State Agencies/ All Locations	Rg A Rg B	1755 1911	<u>1829</u> <u>1990</u>	1911 2086	1990 2182	2086 2289
8011	Health Facilities Evaluator Nurse*	Health Services in the following counties: -San Francisco -San Mateo -Santa Clara -Sonoma		2310	2417	2535	2655	<u>2781</u>
8011	Health Facilities Evaluator Nurse*	Health Services all other counties		2310	2417	<u>2535</u>	2655	2781
8011	Health Facilities Evaluator Nurse*	Health Services in the following counties: -Alameda -San Francisco -San Mateo -Santa Clara -Sonoma		2397	2508	2630	2755	<u>2885</u>

\*Effective 11-1-87

UNIT 1 Continued

Class Code	Class	Department Location(s)	Range	Recruitment Rate Underlined					
8011	Health Facilities Evaluator Nurse	Health Services all other counties		2397	2508	<u>2630</u>	2755	2885	

UNIT 4

1741	Accounting Technician	All State Agencies/ Alameda County	Rg A Rg B	1628 1755	1691 1833	<u>1755</u> <u>1912</u>	1833 1994	1912 2079	
1192	Hearing Transcriber-Typist, Public Utilities Commission	Public Utilities Commission/ Los Angeles and San Francisco Counties		1628	1691	1755	1833	<u>1912</u>	
3223	Senior Stenographer, Legal	All State Agencies in the following counties: -Alameda -Contra Costa -Los Angeles -Marin -Orange -San Francisco -San Mateo -Santa Clara	Rg A Rg B Rg C Rg D	1597 1785	1658 1863	1720 1945 <u>1872</u> <u>2114</u>	1795 2027 1951 2217	<u>1872</u> <u>2114</u> 2035 2319	
3224	Senior Typist, Legal*	All State Agencies in the following counties: -Alameda -Contra Costa -Los Angeles -Marin -Orange -San Francisco -San Mateo -Santa Clara	Rg A Rg B Rg C Rg D	1597 1785	1658 1863	1720 1945 <u>1872</u> <u>2114</u>	1795 2027 1951 2217	<u>1872</u> <u>2114</u> 2035 2319	

UNIT 12

1542	Senior Equipment Parts Worker	Transportation/ Alameda, Los Angeles and Orange Counties				2128	2228	<u>2329</u>	
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\*AR 142 Applicable (See Civil Service Pay Scales/Alternate Range Criteria)

Unit 12 Continued

Class Code	Class	Department Location(s)	Range	Recruitment Rate Underlined		
1552	Equipment Parts Worker	Transportation/ Alameda, Los Angeles and Orange Counties		1942	2032	<u>2128</u>
6834	Heavy Equipment Mechanic	Transportation/ Alameda, Los Angeles and Orange Counties; Water Resources/ Castro, Pearlblossom and Bakersfield Lost Hills	Rg A	2329	2443	<u>2557</u>

UNIT 17

8140	Pre-Registered Nurse	Corrections/ San Quentin; Mental Health/ Atascadero, Napa, Patton and Metropolitan State Hospitals		1957	2044	<u>2139</u>
8140	Pre-Registered Nurse	Veterans Affairs/ Veterans Home of California		1957	<u>2044</u>	2139
8138 8163	Registered Nurse I* Registered Nurse I* (HISPANIC)**	Corrections/ San Quentin, California Medical Facility, California Men's Colony and California Institution for Men; Mental Health/ Atascadero, Napa, Patton and Metropolitan State Hospitals; Education/ <del>PSB</del> <i>DIVISION of State</i> <del>Diagnostic Schools</del> <i>Special Schools</i>	Rg A Rg C	2044	2139	2243 2347 <u>2457</u> <u>2457</u> 2572 2695
8138 8163	Registered Nurse I* Registered Nurse I* (Hispanic)**	Youth Authority/ El Paso Del Robles, Fred C. Nelles, Ventura and Youth Training School	Rg A	2044	2139	<u>2243</u> 2347 2457

\*AR 142 Applicable (See Civil Service Pay Scales/Alternate Range Criteria)

~~\*\*\* EFFECTIVE 4/1/88~~  
\*\*\* EFFECTIVE 4/1/88  
\*\*\* EFFECTIVE 9/1/87  
PSB/C487

UNIT 17 Continued

Class Code	Class	Department Location(s)	Range	Recruitment Rate Underlined					
8164 8166	Registered Nurse II* <i>Registered Nurse II* (Hispanic)**</i>	Corrections/ San Quentin, California Medical Facility, California Men's Colony and California Institution for Men; Mental Health/ Atascadero, Napa, Patton and Metropolitan State Hospitals; Education/Att <i>Division of State Diagnostic Schools Special Schools***</i>	Rg A Rg C	2191	2294	<u>2400</u>	2517	<u>2634</u> <u>2634</u>	2892
8164 8166	Registered Nurse II <i>Registered Nurse II (Hispanic)**</i>	Youth Authority/ El Paso Del Robles, Fred C. Nelles, Ventura and Youth Training School	Rg A	2191	2294	<u>2400</u>	2517	2634	
<del>8161</del>	<del>Registered Nurse III</del>	<del>Corrections/ San Quentin</del>	<del>Rg A</del>	<del>2400</del>	<del>2517</del>	<del>2634</del>	<del>2703</del>	<del>2892</del>	
8143	Nurse Evaluator I, Health Services	Health Services in the following counties: -Alameda -Contra Costa -Marin -San Francisco -San Mateo -Santa Clara -Sonoma		2191	2294	<u>2400</u>	2517	<u>2634</u>	
8143	Nurse Evaluator I, Health Services	Health Services all other counties; Mental Health/ Los Angeles and Sacramento Counties		2191	2294	<u>2400</u>	2517	2634	

\* AR 142 Applicable (See Civil Service Pay Scales / Alternate Range (Enid))  
 \*\* EFFECTIVE 4/19/88  
 \*\*\* EFFECTIVE 9/1/87  
 PSB/C487

UNIT 17 Continued

<u>Class Code</u>	<u>Class</u>	<u>Department Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>
8144	Nurse Evaluator II Health Services	<b>Health Services</b> in the following counties: -Alameda -Contra Costa -Marin -San Francisco -San Mateo -Santa Clara -Sonoma	2400 2517 2634 2763	<u>2892</u>
8144	Nurse Evaluator II, Health Services	<b>Health Services</b> and other counties; <b>Mental Health/</b> Los Angeles and Sacramento Counties	2400 2517 <u>2634</u> 2763	<u>2892</u>

UNIT 19

8301	Audiologist License Applicant	<b>All State Hospitals and the Veterans Home of California</b>	1984 2077 2177 2278	<u>2384</u>
8273	Audiologist I	<b>All State Hospitals and the Veterans Home of California</b>	2617 2740 <u>2872</u> 3011	3154
8288	Occupational Therapist	<b>All State Hospitals; Corrections/ California Medical Facility and the Veterans Home of California</b>	2077 <u>2177</u> 2278 2384	2497
8275	Physical Therapist License Applicant	<b>All State Hospitals and the Veterans Home of California</b>	1984 2077 2177 2278	<u>2384</u>
8280	Physical Therapist I	<b>All State Hospitals; the Veterans Home of California; Corrections/ California Medical Facility</b>	2278 2384 <u>2497</u> 2617	2740
8277	Physical Therapist II	<b>Corrections/California Medical Facility</b>	2617 2740 <u>2872</u> 3011	3154

UNIT 19 Continued

<u>Class Code</u>	<u>Class</u>	<u>Department Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>
9860	Psychologist (Health Facility- Clinical)	<b>Mental Health/Patton,</b> Atascadero and Napa State Hospitals; <b>Social Services/</b> all locations; <b>Corrections/</b> California Medical Facility	3011 3154 <u>3307</u> 3464 3633	
9835	Psychologist (Health Facility- Educational)	<b>Mental Health/</b> Atascadero State Hospital	3011 3154 <u>3307</u> 3464 3633	
9833	Psychologist (Health Facility- Experimental)	<b>Mental Health/</b> Atascadero State Hospital	3011 3154 <u>3307</u> 3464 3633	
9868	Psychiatric Social Worker (Health Facility)	<b>Mental Health/</b> Atascadero, Camarillo, Patton, Napa, and Metropolitan State Hospitals Forensic Services Branch in the following counties: Los Angeles, San Francisco, Sacramento and San Diego and <b>Developmental Services/</b> Camarillo State Hospital <b>Corrections/California</b> Medical Facility	2278 2384 <u>2497</u> 2617 2740	
9868	Psychiatric Social Worker (Health Facility)	<b>Mental Health/</b> Metropolitan State Hospital	2278 2384 <u>2497</u> 2617 2740	
8423	Rehabilitation Thera- pist, State Hospitals (Dance)	<b>Mental Health/</b> Patton, Atascadero, Metropolitan and Napa State Hospitals	1984 2077 <u>2177</u> 2278 2384	
8414	Rehabilitation Thera- pist, State Hospitals (Art)	<b>Mental Health/</b> Patton, Atascadero, Metropolitan and Napa State Hospitals	1984 2077 <u>2177</u> 2278 2384	
8311	Rehabilitation Thera- pist, State Hospitals (Music)	<b>Mental Health/</b> Patton, Atascadero, Metropolitan and Napa State Hospitals	1984 2077 <u>2177</u> 2278 2384	

UNIT 19 Continued

Class Code	Class	Department Location(s)	Range	Recruitment Rate Underlined				
8289	Rehabilitation Therapist, State Hospitals (Occupational)	Mental Health/ Patton, Atascadero, Metropolitan and Napa State Hospitals		2077	2177	<u>2278</u>	2384	2497
8289	Rehabilitation Therapist, State Hospitals (Occupational)	All other State Hospitals and the Veterans Home of California		2077	<u>2177</u>	2278	2384	2497
8312	Rehabilitation Therapist, State Hospitals (Recreation)	Mental Health/ Patton, Atascadero, Metropolitan and Napa State Hospitals		1984	2077	<u>2177</u>	2278	2384
8294	Speech Pathologist License Applicant	All State Hospitals and the Veterans Home of California		1984	2077	<u>2177</u>	2278	2384
8279	Speech Pathologist I	All State Hospitals and the Veterans Home of California		2617	2740	<u>2872</u>	3011	3154
8317	Recreation Therapist	Corrections/California Medical Facility		1984	2077	<u>2177</u>	2278	2384

UNIT 20

7928	Clinical Laboratory Technologist	Mental Health/ Atascadero and Metropolitan State Hospitals	Rg A	2384	2497	<u>2617</u>	2740
8128	Dental Hygienist	The Veterans Home of California		2128	2228	2329	<u>2443</u> 2557
8276	Respiratory Care Practitioner	All State Hospitals; The Veterans Home of California and Corrections/California Medical Facility	Rg A Rg B Rg C	1824 1900 1984	1900 1984 <u>2077</u>	1984 2077 <u>2177</u>	2077 2177 2278 2384

NONREPRESENTED

4708	Environmental Services Intern	California State Coastal Conservancy/ San Francisco	Rg A Rg B Rg C	1556 1692 1842	1619 <u>1763</u> <u>1918</u>	1692 1842 2011
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*Insert #1*



GENERAL INSTRUCTIONS FOR  
SECTION I

- A. Salaries for individuals hired under Section I of this authorization are a "plus" adjustment and will be shown as the base salary and a "plus" adjustment on the appointment documents. The base salary is the step in the salary range which the employee is entitled to by applying the appropriate salary regulations.
- B. The "plus" adjustment under this authorization is continued as employees receive merit salary adjustments. The "plus" is adjusted to equal the next step in the salary range not to exceed the maximum step of the range. Anniversary dates are retained.
- C. Special in-grade salary increases for incumbents of classes in Sections I are not allowed.
- D. Any present employees in these classes who, upon the effective date of this authorization, are located in geographical areas defined in the above sections and who are receiving salaries lower than the "plus" adjustment as new employees may receive the same salaries as new employees. New anniversary dates shall be established for employees receiving such adjustments.
- E. The "plus" adjustment granted for a local recruitment difficulty is for that location only. If the employee leaves the area approved for a "plus," the "plus" is cancelled or revised. If the employee transfers to another locality which has a "plus" authorization, the employee may receive the same "plus" adjustment as received by incumbents with comparable service in the new location. For employees transferring to areas where a "plus" adjustment is not authorized, salary and anniversary dates should be adjusted to reflect the salary and anniversary dates of incumbents with comparable service in the new location. This should be explained to all employees receiving a "plus" adjustment.
- F. When computing the salary for an employee who moves to another class with a higher salary range, use the combined salary rate (base salary and "plus") to compute the new appointment rate. On such a move, a new "plus" adjustment is not authorized except when the new class has an authorized HAM and the promotional rate is less than the authorized HAM rate.
- G. When computing the salary for an employee who moves by appointment from an employment list or as a result of Board action to a class with substantially the same salary range, use the employee's combined salary rate (base salary and "plus") to compute the appointment rate.
- H. When computing the salary for an employee who moves to a class with substantially the same or a lower salary range other than by appointment from an employment list, use the employee's base salary rate to compute the appointment rate. If the employee has served for a minimum of two (2) years in the FROM class use the employee's combined salary rate (base salary and "plus") to compute the appointment rate.

Insert #1

61 Registered Nurse III\* Corrections/ ~~SA~~ Rg A 2400 2517 2634 2763 2892  
SAN QUENTIN, Rg C 2892 3032 3176  
California Medical Facility\*\*  
California Mens Colony\*\*\*  
and California Institution for Men\*\*\*  
EDUCATION / Division of  
STATE Special Schools\*\*\*

8129 Supervising Nurse II\* Corrections/ Rg A 2634 2763 2892 3032 3176  
SAN QUENTIN\*\*\* Rg B 3176 3328 3489  
CALIFORNIA Medical Facility\*\*\*  
California Mens Colony\*\*\*  
California Institute for Men\*\*\*

\* AR 142 / Footnote 25 (See Civil Service Pay Scales / Alternate Range Criteria)  
\*\* EFFECTIVE 5/1/87  
\*\*\* EFFECTIVE 9/1/87

- I. Alternate range movement for a class receiving a HAM will be from the base under the alternate range criteria except that the "plus" is retained if it is authorized for the range of the class to which the employee is moving.
- J. The salary rate paid to employees who are reinstating after separation from a class authorized a "plus" salary adjustment is determined by the Department of Personnel Administration Regulation 599.677. Generally, employees should be rehired under the hiring-above-minimum authorizations in effect at the time of rehire. However, reinstated employees may be hired at a rate equivalent to the rate they last received, adjusted for any salary range changes which occurred during the period of separation. Departments using their discretionary authority should consider the employee's value to the State and equity among employees in the class.
- K. The rate authorized under Section I will be honored for any individual to whom a firm job commitment is made during the effective period of this authorization if the individual reports to work not later than 30 calendar days after cancellation of this authorization.

SECTION II

UNIT 16

<u>Class Code</u>	<u>Class</u>	<u>Department Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>
7551	Physician and Surgeon	All State Hospitals The Veterans Home of California; Corrections/ All Institutions; Department of Education/ Diagnostic School for Neurologically Handi- capped Children at Fresno, San Francisco and Los Angeles	Rg A Rg B Rg C Rg D	No HAM for Rg A 5182 5439 <u>5701</u> 5981 6277 5439 5701 <u>5981</u> 6277 6582 5701 5981 <u>6277</u> 6582 6771
7565	Physician and Surgeon-Intermittent	All State Hospitals and the Veterans Home of California	Rg B Rg C Rg D	The HAM rate is the proportional part of the authorization for the range.
7618	Staff Psychiatrist	Mental Health/ Atascadero and Patton State Hospitals; Corrections/The California Men's Colony - San Luis Obispo	Rg A Rg B Rg C	5182 5439 5701 5981 6277 5439 5701 5981 <u>6277</u> 6582 5701 5981 6277 <u>6582</u> 6771
7618	Staff Psychiatrist	Corrections/California Medical Facility - Vacaville	Rg A Rg B Rg C	5182 5439 5701 5981 6277 5439 5701 5981 6277 <u>6582</u> 5701 5981 6277 6582 <u>6771</u>
7618	Staff Psychiatrist	Mental Health/All other State Hospitals; Corrections/All other Institutions; Youth Authority/All Facilities	Rg A Rg B Rg C	5182 5439 5701 5981 6277 5439 5701 <u>5981</u> 6277 6582 5701 5981 <u>6277</u> 6582 6771

*delete*

## INSTRUCTION FOR SECTION II

- A. Underlined rates for individuals hired under Section II of this authorization will be shown as the base on the appointment documents.
- B. All physicians who qualify for the above list of classes or higher level physician classes can be offered the indicated rate under Section II, based upon the State's recruitment difficulties. These rates apply to prospective employees who qualify for Physician and Surgeon and Staff Psychiatrist classes with alternate ranges for medical qualifications.
- C. Any incumbent in a medical classification or position or in an administrative position compensated by means of a medical alternate range, who is above the class level shown on the listing under Section II and is receiving less than the authorized HAM rate for the department as of January 1, 1988, may receive the authorized rate effective January 1, 1988. Attachment I contains a list of all medical classes above the level shown on the listing in this memorandum. This adjustment is authorized under Government Code Section 19836 to prevent inequities.
- D. The rate authorized under Section II will be honored for any individual to whom a firm job commitment is made during the effective period of this authorization if the individual reports to work no later than 90 calendar days after cancellation of this authorization.

ATTACHMENT I

<u>Schem Code</u>	<u>Class Code</u>	<u>Class Title</u>	<u>Alternate Range</u>
SA40	7536	Chief Medical Officer, Veterans Home and Medical Center	
SA60	7540	Program Director, General Medical and Surgical Program, Mental Hospital	B and C
SB15	7529	Chief of Medicine, Veterans Home and Medical Center	B and C
SB17	7606	Office of Program Review Consultant (Medical), State Hospitals	A and C
SD70	7595	Executive Director, Hospital for the Mentally Disabled, C.E.A.	
SD95	7601	Program Director (Medical)	A and C
SD98	7604	Program Assistant (Medical)	A and C
SE20	7599	Executive Director, Hospital for the Developmentally Disabled, C.E.A.	
SE30	7600	Chief of Professional Education, Mental Hospital	B and C

Pay Letter 88-12

PART A. GENERAL CLASSIFICATION AND COMPENSATION ACTIONS (effective April 19, 1988 unless otherwise specified)

ACTION	SCHM CODE	CLASS CODE	CLASS TITLE		SALARY	SISA	FOOT-NOTES	WWG	MCR	PAY SCHD	CBID	
NEW	TH45	8163	REGISTERED NURSE I (HISPANIC)	RANGE A	\$2044-2457	SISA	AR 047	1	I	A-1	R17	
				RANGE B	\$2243-2695		AR 142					
					(3 STEPS)							
				RANGE C	\$2457-2695							
					(3 STEPS)							
				RANGE D	\$2695-2959	SISA						
			RANGE F	--	SISA							
NEW	TI85	8166	REGISTERED NURSE II (HISPANIC)	RANGE A	\$2191-2634		AR 047	1	I	A-1	R17	
				RANGE B	\$2400-2892		AR 142					
					(3 STEPS)							
				RANGE C	\$2634-2892							
					(3 STEPS)							
				RANGE D	\$2892-3176							
			RANGE F	--								
NEW	HV50	3727	SENIOR OIL AND GAS ENGINEER (SPECIALIST)		\$4096-4949		01,19	4A	II	H	R09	
SPEC	HV20	3783	ASSOCIATE OIL AND GAS ENGINEER									
SPEC	HU90	3777	SUPERVISING OIL AND GAS ENGINEER									
RES	BZ20	1059	FORESTRY FIELD TRAINEE (NOV. 17, 1987)		(3 STEPS) \$2355-2584 (OSR) (3 STEPS) \$2443-2681 (NSR)		01,03, 34	2	I	A	RO8	

*OK per Dave Bick - 6-9-88*

II-3



**CALIFORNIA STATE DEPARTMENT OF EDUCATION**

**Bill Honig**

721 Capitol Mall; P.O. Box 944272

Superintendent

Sacramento, CA 94244-2720

of Public Instruction

December 11, 1987

RECEIVED  
DEPT. OF PERSONNEL  
ADMINISTRATION  
DEC 16 7 24 AM '87

TO: Department of Personnel Administration  
Labor Relations Division  
1115 - 11th Street  
Sacramento, Ca. 95814

ATTN: Dave Gilb

FROM: Bobbie J. Stanley *BJS*  
Personnel Analyst

SUBJECT: RECRUITMENT AND RETENTION HAM FOR REGISTERED NURSE III-  
ALL SIX STATE SPECIAL SCHOOLS

This is to request that a supplemental pay letter be issued to include the class of Registered Nurse III in the Alternate Range 142 criteria for the six State Special Schools. The Department of Education originally requested this action in July of this year. Although Pay Letter 87-20 issued November 30, 1987 authorizes the automatic HAM for the Registered Nurse I and II for all six schools, the Registered Nurse III was not included.

I am enclosing a copy of the original request for your information. I would appreciate your assistance in completing this task as soon as possible since we are in the process of scheduling exams.

Thank you for your prompt consideration.

BJS  
Attachment

*A/R  
142*

*Approved  
12/16/87  
Can we also make  
this effective 9/1/87  
to match the HH 142  
for the RN's?*

*Fresno ✓  
Riverdale ✓*



## m o r a n d u m

R.L. Rutherford, Chief  
Personnel Services Branch  
Department of Personnel Administration

Date : July 23, 1987  
File No.:

From : Daryll J. Tsujihara, Director  
Personnel and Business Management Division

Subject : RECRUITMENT AND RETENTION HAM FOR REGISTERED NURSE SERIES AT THE  
SIX STATE SPECIAL SCHOOLS

PROPOSAL

The Department of Education is requesting that the six State Special Schools be included in the authorization for recruitment and retention pay adjustments for Registered Nurses under Alternate Range Criteria 142.

BACKGROUND

The six State Special Schools with locations in Fremont, Fresno, Los Angeles, Riverside, and San Francisco, have historically been forced to compete with all of the State correctional institutions and hospitals and private hospitals in their respective geographic areas when recruiting for candidates for any of the Registered Nurse classifications. Even when recruitment efforts are successful in getting candidates to compete in the exams, there are dropouts after additional inquiries about the salary or at the time they are actually being considered for a position (see the attached post exam evaluation form from a recently completed exam). The typical reason is that they learn of the "special" salary adjustments that are provided in the State correctional facilities and hospitals and question why there are no such provisions for the State Special School positions with similar responsibilities. This puts the Department in the position of having to request and justify a hire-above-minimum on an individual basis when trying to meet the needs of the School to get the expertise required to fill positions. This delays the hiring process considerably and can put the School at risk in providing services to the students.

Currently there are 35 Registered Nurse positions in the six schools, none at the I level; 29 II's; and 6 III's. We anticipate the need to fill approximately three vacancies this fall.

JUSTIFICATION

According to the classification study of the Registered Nurse series that was conducted by the Department of Personnel

Administration (DPA) in the Spring of 1986, recruitment and retention difficulties have been identified and documented in the nursing speciality as far back as the 1960's. It is our position that all State agencies within the same geographic area that use a classification which has been identified as having recruitment and retention problems should automatically be given the discretionary authorization for the hiring-above-minimum under Alternate Range Criteria 142. In general, agencies within the same geographic area would be competing for the same candidate group.

#### RECOMMENDATION

That the six State Special Schools listed below be given authorization under the Alternate Range Criteria of the proposed revision of the Registered Nurse specifications to hire-above-the minimum as part of the Board Item when it is submitted for approval or as a separate pay letter:

- / Diagnostic School for Neurologically Handicapped Children- Northern California, San Francisco;
- / Diagnostic School for Neurologically Handicapped Children- Southern California, Los Angeles;
- / Diagnostic School for Neurologically Handicapped Children- Fresno;
- / California School for the Deaf, Fremont;
- / California School for the Deaf, Riverside; and
- / California School for the Blind, Fremont.

If you need additional assistance or information in order to approve this request, please contact Bobbie Stanley of my staff at 4-2502. She will be available to assist you in making a favorable decision in this matter. We would hope to receive your approval before the hiring process takes place for the new school year beginning near the end of August.

DJT:BJS

Attachment

cc: Arnold Beck, Labor Relations, DPA  
Nancy Bither, DPA  
John Flores  
Dennis Fujii  
Alison Raymer

Memorandum

Date : June 16, 1987

To : Mr. David Gilb  
Labor Relations Officer  
Department of Personnel Administration

From : Department of Corrections

Subject: PROVIDING A HIRING-ABOVE-MINIMUM AND ALTERNATE RANGE 142 FOR THE SUPERVISORY NURSES AT THE CALIFORNIA MEDICAL FACILITY

5/1/87

RECEIVED  
DEPARTMENT OF  
PERSONNEL ADMIN.

JUN 30 9 36 AM '87

To  
Per ECD  
7/13  
of Mary F  
7/8/87

JUN 30 9 36 AM '87

RECEIVED  
DEPARTMENT OF  
PERSONNEL ADMIN.

We have an equity issue involving compaction among the rank-and-file and supervising nurse classes at the California Medical Facility (CMF). Specifically, a rank-and-file Registered Nurse (RN) II with Alternate Range 142 and Hiring-Above-Minimum are earning the same monthly salary as our Registered Nurse supervisory classes. We have identified the specific problem below:

*Below*

POSITIONS BUDGETED	NUMBER AT TOP STEP, INCLUDES ALTERNATE RANGE 40	TOP MONTHLY RANGE	MONTHLY DIFFERENTIAL	TOTAL MONTHLY SALARY
9 RN III	*6 RN III	\$3,061.00	\$200.00	\$3,261.00
6 Supervising Nurse II	**4 Supervising Nurse II	3,061.00	200.00	3,261.00
1 Nurse Instructor	1 Nurse Instructor	3,208.00	200.00	3,408.00
59 RN II	22 RN II	3,061.00	200.00	3,261.00

*not true*  
*278 per hour from Corrections*

*142 Footnote 25*

\* 3 RN III's are making less monthly salary than the RN II's they supervise.  
\*\* 2 Supervising Nurse II's are making less than the nurses they supervise.

All these supervisory nursing classes now have a top step that is equal to the top step of the rank-and-file nurses. Employees in the RN III and Supervising Nurse II classes (both supervisory classes) have indicated that there is no reason to promote, and could demote to RN II and earn the same monthly salary. This will make it very difficult to recruit and retain good supervisory nursing staff.

Finally, San Quentin's Personnel Office has indicated that they have provided the Hiring-Above-Minimum and the Alternate Range 142 to the RN III's at San Quentin. (The Supervising Nurse II) position is vacant because the incumbent took a demotion to the rank-and-file class of Nurse Instructor in order to earn more money.

*with Sam & i (4) - footnote 25 = per Jan S. & Pease H. O.K. Frank Remick 33362 Box 18*

It was our understanding that the supervisory class of RN III and the Supervising Nurse II would also be included in the Hiring-Above-Minimum and Alternate Range 142; because we had specifically requested it from the Department of Personnel Administration prior to our notification to the employees, and understood it was approved. } where?

Finally, CMF has notified is that as of today's date no ~~pay letter~~ <sup>memo</sup> has been received from DPA authorizing CMF personnel to pay any Registered Nurse AR-142 or HAM. 5/20/87

It is for all these reasons that we are requesting an immediate Hiring-Above-Minimum and Alternate Range 142 for the RN III and Supervising Nurse II employees at CMF, retroactive to May 1, 1987 and the appropriate pay letter. If you have any questions regarding the above matter, please call Ms. Carol Karjala, AEP, Labor Relations Specialist I, Labor Relations Branch, at 5-7167.

*Armand R. Burruel*

ARMAND R. BURRUEL  
Assistant Deputy Director  
Labor Relations Branch

cc: E. Ylst, Superintendent, CMF

142 - Nurses  
142-  
Footnote

Approved  
*[Signature]*  
142

# Memorandum

Date : April 4, 1988

To : Mr. Robert Rutherford  
Program Manager  
Personnel Services Section  
Department of Personnel Administration

From : Department of Corrections

Subject: REQUEST FOR AUTHORIZATION OF ALTERNATE RANGE 142, FOOTNOTE 25

As a result of last year's Unit 17 contract negotiations, fifth step hiring above minimum authorizations were granted for Registered Nurses (RN) II at the California Institution for Men (San Bernardino County), California Medical Facility (Solano County) and California Men's Colony (San Luis Obispo County).

Because of this authorization, a salary inequity has developed for the RN III and Supervising Nurse II classes at these facilities. To correct this inequity and maintain appropriate salary relationships between the levels, the California Department of Corrections is requesting placement of Alternate Range 142, Footnote 25 for these two classes at the facilities mentioned above. Attached for your information is the June 16, 1987 memorandum to Mr. David Gilb, Labor Relations Officer, Department of Personnel Administration, which further emphasizes this problem.

If you have any questions or require additional information, please contact Ms. Heidi M. Elpel, Personnel Operations Analyst, at 5-1107.

*Mary A. Holmes for*  
FRANK E. RENWICK  
Departmental Personnel Officer

Attachment

cc: Ms. Heidi M. Elpel  
Mr. Armand Burruel

*APR 10 5:11 PM*

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*517*

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*OK*  
*Allo*

RECEIVED  
DEPARTMENT OF  
PERSONNEL ADMIN.  
APR 6 7 49 AM '88

**m e m o r a n d u m**

Date : June 16, 1987

To : Mr. David Gilb  
 Labor Relations Officer  
 Department of Personnel Administration

From : Department of Corrections

Subject: PROVIDING A HIRING-ABOVE-MINIMUM AND ALTERNATE RANGE 142 FOR THE SUPERVISORY NURSES AT THE CALIFORNIA MEDICAL FACILITY

We have an equity issue involving compaction among the rank-and-file and supervising nurse classes at the California Medical Facility (CMF). Specifically, a rank-and-file Registered Nurse (RN) II with Alternate Range 142 and Hiring-Above-Minimum are earning the same monthly salary as our Registered Nurse supervisory classes. We have identified the specific problem below:

<u>POSITIONS BUDGETED</u>	<u>NUMBER AT TOP STEP, INCLUDES ALTERNATE RANGE 40</u>	<u>TOP MONTHLY RANGE</u>	<u>MONTHLY DIFFERENTIAL</u>	<u>TOTAL MONTHLY SALARY</u>
9 RN III	*6 RN III	\$3,061.00	\$200.00	\$3,261.00
6 Supervising Nurse II	**4 Supervising Nurse II	3,061.00	200.00	3,261.00
1 Nurse Instructor	1 Nurse Instructor	3,208.00	200.00	3,408.00
59 RN II	22 RN II	3,061.00	200.00	3,261.00

\* 3 RN III's are making less monthly salary than the RN II's they supervise.

\*\* 2 Supervising Nurse II's are making less than the nurses they supervise.

All these supervisory nursing classes now have a top step that is equal to the top step of the rank-and-file nurses. Employees in the RN III and Supervising Nurse II classes (both supervisory classes) have indicated that there is no reason to promote, and could demote to RN II and earn the same monthly salary. This will make it very difficult to recruit and retain good supervisory nursing staff.

Finally, San Quentin's Personnel Office has indicated that they have provided the Hiring-Above-Minimum and the Alternate Range 142 to the RN III's at San Quentin. The Supervising Nurse II position is vacant because the incumbent took a demotion to the rank-and-file class of Nurse Instructor in order to earn more money.

Mr. David Gilb  
Page 2

It was our understanding that the supervisory class of RN III and the Supervising Nurse II would also be included in the Hiring-Above-Minimum and Alternate Range 142, because we had specifically requested it from the Department of Personnel Administration prior to our notification to the employees, and understood it was approved.

Finally, CMF has notified us that as of today's date no pay letter has been received from DPA authorizing CMF personnel to pay any Registered Nurse AR-142 or HAM.

It is for all these reasons that we are requesting an immediate Hiring-Above-Minimum and Alternate Range 142 for the RN III and Supervising Nurse II employees at CMF, retroactive to May 1, 1987 and the appropriate pay letter. If you have any questions regarding the above matter, please call Ms. Carol Karjala, AEP, Labor Relations Specialist I, Labor Relations Branch, at 5-7167.



ARMAND R. BURRUEL  
Assistant Deputy Director  
Labor Relations Branch

cc: E. Ylst, Superintendent, CMF

SECTION I

UNIT 1

<u>Code</u>	<u>Class</u>	<u>Department Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
1864	Medical Record Director	Developmental Svcs./ Camarillo State Hospital	Rg A	1911	1990	<u>2086</u>	2182	2289
4010	Auditor I (Hispanic)	Corporations and Savings and Loan		\$1755	1829	1911	1990	<u>2086</u>
4010	Auditor I (Hispanic)	All Other State Agencies/ All Locations		1755	<u>1829</u>	1911	1990	2086
4175	Auditor I	Corporations and Savings and Loan		1755	1829	1911	1990	<u>2086</u>
4175	Auditor I	All Other State Agencies All Locations		1755	<u>1829</u>	1911	1990	2086
4480	Bank Examiner	Department of Banking	Rg A		1911	1990	2086	<u>2182</u>
4420	Insurance Examiner	All State Agencies/ All Locations	Rg A Rg B	1755 1911	<u>1829</u> <u>1990</u>	1911 2086	1990 2182	2086 2289
8011	Health Facilities Evaluator Nurse*	Health Services in the following counties: -San Francisco -San Mateo -Santa Clara -Sonoma		2310	2417	2535	2655	<u>2781</u>
8011	Health Facilities Evaluator Nurse*	Health Services all other counties		2310	2417	<u>2535</u>	2655	2781
8011	Health Facilities Evaluator Nurse*	Health Services in the following counties: -Alameda -San Francisco -San Mateo -Santa Clara -Sonoma		2397	2508	2630	2755	<u>2885</u>

*no longer Unit 1 Unit 17*

*[Handwritten signature]*

\*Effective 11-1-87