

DATE: November 8, 1990
TO: CCD STAFF
FROM: Richard Leijonflycht
SUBJECT: Extraordinary HAM Standards Rewrite Project

Attached are the rewritten extraordinary HAM standards which reflect current policy. These new standards will be distributed statewide in the next few days. Also attached is the most recent extraordinary HAM delegation list. It is believed to be current as of October 1989. Please add any omissions and delegations approved since October 1989. Return to Richard Leijonflycht.

In order to keep our file up to date on future extraordinary HAM delegations, simply send one copy of the delegation memo to files. Neeta will file it in a new file for extraordinary HAM's.

In an effort to reduce workload, staff is asked to add to the list of extraordinary HAM delegations where there is activity in their assignments and where the department can handle further delegation. Candidate classifications for further delegation are those where the user departments can be expected to properly apply the DPA extraordinary HAM standards and the delegation will save CCD staff time. Letters approving new delegations resulting from this review should be routed to files in the manner described above.

ccd/B02477



Date: November 16, 1990
Reference Code: MM 90-07
Effective Date: November 16, 1990
Expiration Date: Indefinite
Date of Issue: November 16, 1990

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

All Personnel Officers and Labor
Relations Officers

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Hiring-Above-Minimum Standards for Extraordinary Qualifications

The purpose of this memorandum is to describe current and revised standards for recruiting new employees above-the-minimum salary rate of a class.

Government Code Section 19836 authorizes DPA to allow payments above-the-minimum rate in the salary range (HAM) in order to hire persons who have extraordinary qualifications. A HAM salary rate cannot be requested and approved after a candidate accepts employment.

The ability to offer a competitive salary above-the-minimum salary rate of a class allows the employer to obtain the services of extraordinarily qualified employees. Department personnel applying these standards must strike a balance between the need to hire highly qualified individuals and the need to keep the cost to the State as low as possible. This memorandum includes two revisions to current standards. One relates to the current or most recent salary of a prospective employee and the other allows HAM's to apply to State employees in limited circumstances.

Delegation to departments of HAM authority for extraordinary qualifications currently in effect prior to the release of this memorandum remain unchanged.

STANDARDS

Prior to submitting a HAM request to DPA or to approving a HAM under delegated authority for extraordinary qualifications, the request should be reviewed against the following standards:

1. Contribution to the Agency

Persons with extraordinary qualifications should contribute to the work of the department significantly beyond that which other applicants offer.

- a. Extraordinary qualifications may provide expertise in a particular area of a department's program. This expertise should be well beyond the normal requirements of the class.

- b. Unique talent, ability, or skill as demonstrated by previous job experience may also constitute extraordinary qualifications. The scope and depth of such experience is more significant than its length.
- c. The degree to which a candidate exceeds minimum qualifications should be a guiding factor, rather than a determining one. When a number of candidates offer considerably more qualifications than the minimum, it may not be necessary to pay above the minimum to acquire unusually well-qualified people.
- d. The qualifications and hiring rates of State employees already in the same class should be carefully considered, since questions of salary equity may arise if new higher entry rates differ from previous ones.

2. Recruitment Difficulty

Recruitment difficulty is a factor to the extent that a specific extraordinary skill should be difficult to recruit, even though some applicants are qualified in the general skills of the class.

3. Current Salary and Other Job Offers

In all cases, the prospective candidates current salary or other bona fide salary offers must be above-the-minimum rate. Current salary or other bona fide offers must be verified and appropriately documented. Current salary should have duration of at least one year.

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Competing offers from other State agencies cannot be used as justification for offering a HAM rate.

4. Prior State Employment

Prospective employees with prior State service should be evaluated in the same manner as other applicants. However, to qualify for a higher rate of pay than that they received in prior State employment, they must clearly have enhanced their qualifications above those they possessed in the prior State employment.



CURRENT STATE EMPLOYEES

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- Appointing authorities may request extraordinary qualifications HAM's for State employees under certain circumstances as outlined below:
- a. There must be a verifiable competing offer from another prospective non-State employer.
 - b. A promotional relationship cannot exist between the employee's current class and the prospective class.
 - c. Hires made under these standards represent a career change for the individual.
 - d. It is typically necessary to offer an extraordinary HAM to recruit candidates for the class.
- DPA approval is required in all cases. Delegated HAM authority does not apply.

DOCUMENTATION

Departments must document the basis for each HAM request. HAM requests up to the third step may be approved in advance of documentation being provided to DPA. Fourth and fifth step HAMs may be expedited by DPA with a verbal approval following review of documentation. HAMs for current State employees, regardless of amount, requires DPA's prereview of documentation and approval.

A copy of the approved request, as well as a statement of justification for delegated approvals, should be maintained by the requesting department in a separate file for postaudit purposes.

Questions should be referred to your departmental Classification and Compensation Division analyst.



Robert K. Painter, Section Manager
Classification and Compensation Division

State of California

M E M O R A N D U M

Date:

To: Personnel Officer

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Delegation of Hiring-Above-Minimum Authority for Extraordinary
Qualifications

This is to confirm that the _____ has been delegated authority to hire above the minimum for extraordinary qualifications. This delegation is subject to the following conditions:

1. Authority is delegated to hire up to the _____ step above-the-minimum rate. Requests above the authorized rate must be approved by the Department of Personnel Administration before a salary commitment is made.
2. Hiring-above-minimum authorization is granted only for extraordinary qualifications. Requests to hire above the minimum because of recruitment difficulty must be approved by the Department of Personnel Administration.
3. The Department will maintain documentation on each delegated hire above minimum for periodic staff audits of this delegated program. This information will also provide the necessary background in the event there is an appeal.
4. Departments should make determination of appropriate hires above the minimum on the basis of the standards attached.
5. For the first six months of delegation, the Department shall send to the Department of Personnel Administration at the end of each month, a list of all delegated hires above the minimum that have been made with supporting documentations attached for the purpose of postaudit.

Under this delegation, the departmental Personnel Officer may authorize documents for appointment above minimum of the salary range to be processed for persons with extraordinary qualifications in cases which fall within the standards. Hiring above the minimum is authorized for individuals and, as such, each case should be studied carefully. The Department of Personnel Administration should be contacted regarding any questions about the standards or the Department's responsibility.

Attachment

ccd/B03033

current as of 10/87

<u>DEPARTMENT</u>	<u>CLASS</u>	<u>STEP</u>
Air Resources Board	Air Pollution Specialist	5th
	Air Pollution Research Specialist	5th
	Air Resources Engineer	5th
	Air Resources Technician II	5th
	Associate Air Pollution Specialist	5th
	Associate Air Resources Engineer	5th
	Air Resources Engineering Associate	5th
	Associate Motor Vehicle Pollution Control Engineer	5th
	Legal Counsel	5th
	Vehicle Emission Test Specialist I	5th
	Vehicle Emission Test Specialist II	5th

DEPARTMENTS WITH DELEGATED HAM AUTHORITY

<u>DEPARTMENT</u>	<u>CLASS</u>	<u>STEP</u>
State Consumer Services Agency	Chief Deputy Director, Exposition Park and Museums Programs	4th
Corrections	Chief Medical Officer	5th
	Chief Medical Officer, California Institution for Women	5th
	Chief Psychiatrist	5th
	Clinical Laboratory Technologist	5th
	Dental Assistant	5th
	Dental Lab Technician	5th
	Dentist	5th
	Laboratory Technician-Chemical Analysis	5th
	Medical Technical Assistant	5th
	Nurse - Anesthetist	5th
	Nurse Practitioner	5th
	Occupational Therapist	5th
	Optometrist	5th
	Pharmacist I	5th
	Pharmacist II	5th
	Pharmacy Services Manager	5th
	Physical Therapist	5th
	Physician and Surgeon	5th
	Psychologist (Various)	5th
	Recreation Therapist	5th
	Registered Nurse I	5th
	Registered Nurse II	5th
	Senior Clinical Laboratory Technologist	5th
	Senior X-Ray Technician	5th
	Staff Psychiatrist	5th
	Staff Psychologist (Various)	5th
	Surgical Nurse I	
	Surgical Nurse II	5th
	X-Ray Technician	5th
Developmental Services	Bracemaker	5th
	Clinical Laboratory Technologist	5th
	Medical Resident - Various Specialties	5th
	Occupational Therapist	5th
	Pharmacist I	5th
	Physician and Surgeon	5th
	Psychologist (Various)	5th
	Registered Nurse II	5th
	Rehabilitation Therapist, D.O.H., - Occupational	5th
	Respiratory Therapist	5th
	Staff Psychiatrist	5th

<u>DEPARTMENT</u>	<u>CLASS</u>	<u>STEP</u>
Employment Development	Staff Programmer Analyst	5th
Food and Agriculture	All classes (except STAFF TOXICOLOGIST) (6/8/88)	3rd
General Services	Senior Structural Engineer	5th
	Tahoe Conservancy Program Analyst I	5th
	Tahoe Conservancy Program Analyst II	5th
	Tahoe Conservancy Program Manager	5th
Health Services	Associate Hazardous Material Specialist	5th
	Associate Health Physicist	5th
	Associate Sanitary Engineer	5th
	Communicable Disease Representative	up to 5th
	Communicable Disease Manager I & II	up to 5th
	Communicable Disease Specialist I & II	up to 5th
	Consulting Communicable Disease Representative	up to 5th
	Engineering Geologist	5th
	Epidemiologist	5th
	Hazardous Materials Specialist	5th
	Health Education Consultant I & II	up to 5th
	Medical Consultant I	5th
	Senior Hazardous Material Spec. (Tech)	5th
	Senior Hazardous Material Spec. (Sup)	5th
	Staff Toxicologist WITHDRAWN 6/8/88	5th
	Supervising Hazardous Materials Specialist	5th
	Waste Management Engineer	5th
	Waste Management Specialist I, II, III, IV	5th
California Housing Finance Agency	Programmer I	3rd
Department of Justice	Special Agent	5th
	Deputy Attorney General	5th
	Criminalist I, II, III	3rd
	GOOD STUDENT ASSIST	3rd
California Maritime Academy	President, CMA	5th
	Academic Dean, CMA	5th
	Administrative Officer, CMA	5th
	Commanding Officer Training Ship, CMA	5th
	Commandant of Midshipmen, CMA	5th
	Professor, CMA	5th
	Associate Professor, CMA	5th

<u>DEPARTMENT</u>	<u>CLASS</u>	<u>STEP</u>	
California Maritime Academy	Assistant Professor, CMA	5th	
	Instructor, CMA	5th	
	Associate Professor, General Studies, CMA	5th	
	Assistant Professor, General Studies, CMA	5th	
	Business Manager, CMA	5th	
	Senior Instructor, CMA	5th	
	Student Affairs Assistant	5th	
	Student Affairs Officer, CMA	5th	
	Student Affairs Officer I, CMA	5th	
	Student Affairs Officer II, CMA	5th	
	Student Affairs Officer III, CMA	5th	
	Mental Health (Atascadero)	Medical Resident (Various Specialists)	5th
	Motor Vehicles	Telecommunications Systems Analyst I	3rd
Public Employees' Retirement System	Investment Officer I, Retirement System	5th	
	Investment Officer II, Retirement System	5th	
	Actuary, Public Employees' Retirement System	3rd	
	Associate Mechanical Engineer	3rd	
Office of Statewide Health Planning and Development	Senior Electrical Engineer	3rd	
	Senior Mechanical Engineer	3rd	
	Senior Structural Engineer	5th	
	All classes	5th	
Department of Transportation			
Water Resources	Associate Mechanical Engineer Hydraulic Structures	5th	
	Associate Electrical Engineer Hydraulic Structures	5th	
	Assistant Engineering Specialist, Electrical	5th	
	Hydroelectric Plant Electrician I/II	3rd	
	Hydroelectric Plant Mechanic I/II	3rd	
	Hydroelectric Plant Operator	3rd	
	System & Testing Technician I/II	3rd	
	Control Systems Technician I/II	3rd	
	Electrical Engineer	5th	
	Mechanical Engineer	5th	
	Junior Civil Engineer	5th	
	Assistant Engineering Specialist, Civil	5th	
	Assistant Engineering Specialist, Mechanical	5th	
	Water Resources Control Board	Water Resource Control Engineer	5th





George Deukmejian, Governor

Date: December 7, 1990
Reference Code: MM 90-07
Effective Date: November 16, 1990
Expiration Date: Indefinite
Date of Issue: November 16, 1990

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Relations Officers

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Hiring-Above-Minimum Standards for Extraordinary Qualifications

The purpose of this memorandum is to correct a typographical error found on page 2 of Management Memorandum 90-07 issued on November 16, 1990.

Please remove page 2 and insert the attached corrected copy into the original memorandum.

Robert K. Painter
Classification and Compensation Division



- b. Unique talent, ability, or skill as demonstrated by previous job experience may also constitute extraordinary qualifications. The scope and depth of such experience is more significant than its length.
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