CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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Hire Above Minimum (HAM) Request

For Extraordinary Qualifications Documentation
California Department of Human Resources
State of California

Authority: Government Code 19836

1. Applicant Information

First Name | Middle Initial | Last Name

Civil Service Class Title | Anticipated Appointment Date

Current Salary Range (min) | Current Salary Range (max) | Proposed Monthly Salary | Alternate Salary Range

2. Extraordinary Qualifications

Extraordinary Education

Extraordinary Experience

3. Contribution to Department

How do the employee's extraordinary qualifications contribute to the department?

4. Recruitment Difficulty

Score on examination for class listed above | Rank | Number of eligibles on list

Number of eligibles invited to be interviewed | Number of eligibles who came to interview

How is this person superior to other eligibles interviewed?

How does this individual's experience and qualifications compare to employees in the same class/same location?

5. Personnel Office Recommendation

☐ Approved ☐ Disapproved

Analyst/Manager | Date Signed

Reason for Disapproval: _____

☐ Approved ☐ Disapproved

Personnel Officer | Date Signed