



George Deukmejian, Governor

TO: LABOR RELATIONS AND PERSONNEL OFFICERS

REFERENCE CODE : 83-8-1

EFFECTIVE DATE :

EXPIRATION DATE: June 30, 1983

SUBJECT: ANNUAL RECRUITMENT HAM AUTHORIZATION

DATE OF ISSUE : May 17, 1983

In preparing the annual recruitment HAM authorization, the Department of Personnel Administration is requesting your department's assistance in determining whether or not existing HAMS should continue to be authorized, and, if so, at what salary steps. Much of the information in the annual HAM memo is based on recruitment difficulties reported by departments. In some cases this information is several years old.

Accordingly, we are asking that you provide current information on recruiting difficulties in the classes your department uses which have recruitment HAM authorization. We would appreciate answers to the following questions:

1. For which classes did your department use recruitment HAMS during the current fiscal year?
2. For each of these classes --
 - a. What salaries must be offered to attract candidates?
 - b. What is the number of vacancies as of June 1, 1983?
 - c. What are the turnover statistics for the fiscal year?

If your department did not use any recruitment HAMS during the fiscal year, we also would appreciate receiving that information.

Answers to the above questions should be sent by June 17, 1983,
to:

Personnel Services Branch
Department of Personnel Administration
1115 - 11th Street
Sacramento, CA 95814
Mail Slot D-22

If you have any questions about this matter, please call
Bill Paxson, at (916) 324-0439, ATSS 454-0439.

Thank you for your cooperation.



R. L. RUTHERFORD, CHIEF
Personnel Services Branch