



George Deukmejian, Governor

TO: Personnel Officers
Labor Relations Officers

SUBJECT: Recruitment Hiring-Above-Minimum
(HAM) Authorization for 1983-84
Fiscal Year

REFERENCE CODE : 84-01-1
EFFECTIVE DATE : January 1, 1984
EXPIRATION DATE: June 30, 1984
DATE OF ISSUE : January 9, 1984


REPLACES MEMORANDUM 83-12-1

This memorandum contains the new salary rates reflected in Pay Letter 84-01 and the effect on the recruitment hiring-above-minimum (HAM) rates authorized for the 1983-84 fiscal year.

All rates contained in this authorization are effective January 1, 1984. This special hiring authorization may be amended or cancelled at any time and will expire on June 30, 1984.

The sections contain specific instructions for application of the authorizations effective January 1, 1984. General instructions which apply to Sections 1 through 5 follow Section 5. 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. More specific information on the application of this authorization and for completing documents for these transactions is contained in the State Personnel Board's Personnel Transactions Manual and the State Controller's Personnel Actions Manual. These manuals are available in departmental personnel offices.

Any questions or comments regarding this authorization may be discussed with your department Personnel Office staff or the Personnel Services Branch (PSB) analyst at DPA.


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Attachment

SECTION 1

Subsection 1.1

All State agencies in the Counties of:

Alameda
Contra Costa
Los Angeles

Marin
Orange
San Francisco

San Mateo
Santa Clara

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
*Legal Stenographer					
(Range A)	1191	1236	1283	1339	<u>1395</u>
(Range C)			<u>1395</u>	1454	<u>1517</u>
*Legal Typist					
(Range A)	1191	1236	1283	1339	<u>1395</u>
(Range C)			<u>1395</u>	1454	<u>1517</u>
Medical Stenographer	1191	1236	<u>1283</u>	1339	1395
*Senior Legal Stenographer					
(Range A)	1331	1389	1450	1512	<u>1577</u>
(Range C)			<u>1577</u>	1653	<u>1729</u>
*Senior Legal Typist					
(Range A)	1331	1389	1450	1512	<u>1577</u>
(Range C)			<u>1577</u>	1653	<u>1729</u>
Stenographer					
(Range A)	1029	1066	<u>1107</u>	1146	1191
(Range B)	1107	1146	<u>1191</u>	1236	1283

*AR-142 Applicable (See Introduction to Pay Scales)

SECTION 1 (continued)

Subsection 1.2

All State agencies in the Counties of:

Alameda	Orange	Santa Clara
Los Angeles	San Francisco	

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Office Assistant II (Typing)					
(Range A)	1048	<u>1087</u>	1126	1168	1214
(Range B)	1087	<u>1126</u>	1168	1214	1260
(Range C)	1126	<u>1168</u>	1214	1260	1309
(Range D)	1126	<u>1168</u>	1214	1260	1309
(Range E)	1168	<u>1214</u>	1260	1309	1367

Subsection 1.3

Public Utilities Commission for the Counties of Los Angeles and San Francisco.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Hearing Transcriber-Typist, Public Utilities Commission	1214	1260	1309	1367	<u>1425</u>

Subsection 1.4

All State agencies in the cities of Chicago and New York.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Secretary					
(Range B)	1278	1331	1389	1450	<u>1512</u>
Office Assistant I (Typing)	976	1011	<u>1048</u>	1087	1126

SECTION 1 (continued)

Subsection 1.4 (continued)

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Office Assistant II (Typing)					
(Range B)	1087	1126	<u>1168</u>	1214	1260
(Range C)	1126	1168	<u>1214</u>	1260	1309
Senior Stenographer					
(Range B)	1278	1331	1389	1450	<u>1512</u>
Stenographer					
(Range B)	1107	1146	<u>1191</u>	1236	1283
(Range C)	1146	1191	<u>1236</u>	1283	<u>1339</u>

The rate authorized under Section 1 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 30 calendar days after cancellation of this authorization.

SECTION 2

Subsection 2.1

All State agencies in all locations.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Auditor I	1407	<u>1467</u>	1532	1596	1673
Bank Examiner I	1407	1467	<u>1532</u>	1596	1673
Insurance Examiner I					
(Range A)	1407	<u>1467</u>	1532	1596	1673
(Range B)	1532	<u>1596</u>	1673	1750	1835

The rate authorized under Section 2 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 30 calendar days after cancellation of this authorization.

SECTION 3

Subsection 3.1

State Compensation Insurance Fund for all locations.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Assistant Industrial Hygiene Specialist, State Compensation Insurance Fund	1959	2051	<u>2150</u>	2251	2360
Associate Industrial Hygiene Specialist, State Compensation Insurance Fund	2360	2472	<u>2591</u>	2717	2845

The rate authorized under Section 3 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 30 calendar days after cancellation of this authorization.

SECTION 4

Subsection 4.1

State Lands Commission for the County of Los Angeles.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
*Associate Mineral Resources Engineer					
(Range A)	2591	2717	2845	2983	<u>3128</u>
(Range C)			<u>3128</u>	3279	<u>3440</u>
*Engineering Geologist (Subsidence), State Lands Division					
(Range A)	2983	3128	3279	3440	<u>3602</u>
(Range C)			<u>3602</u>	3780	<u>3963</u>
*Petroleum Drilling Engineer (Range A)	2983	3128	3279	3440	<u>3602</u>
(Range C)			<u>3602</u>	3780	<u>3963</u>
*Petroleum Geologist (Range A)	2983	3128	3279	3440	<u>3602</u>
(Range C)			<u>3602</u>	3780	<u>3963</u>
*Petroleum Production Engineer (Range A)	2983	3128	3279	3440	<u>3602</u>
(Range C)			<u>3602</u>	3780	<u>3963</u>
*Petroleum Reservoir Engineer, State Lands Division (Range A)	3420	3588	3761	3944	<u>4136</u>
(Range C)			<u>4136</u>	4338	<u>4550</u>
*Senior Mineral Resources Engineer					
(Range A)	2983	3128	3279	3440	<u>3602</u>
(Range C)			<u>3602</u>	3780	<u>3963</u>

The recruitment HAM for the above State Lands Division classes is contingent upon the Certification of Availability of Funds for the Fiscal Year 1983-84 by the State Lands Commission.

The rate authorized under Section 4 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 30 calendar days after cancellation of this authorization.

*AR-142 Applicable (See Introduction to Pay Scales)

SECTION 5

Subsection 5.1

All State hospitals.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Psychiatric Technician					
(Range A)	1321	<u>1376</u>	1437	1498	1565
(Range B)	1371	<u>1433</u>	1491	1557	1630
Registered Nurse I Range A	1591	<u>1666</u>	1745	1827	1912
Registered Nurse II Range A	1706	<u>1786</u>	1868	1959	2051

Subsection 5.2

All State hospitals, including Napa State Hospital and the Veterans Home of California.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Audiologist License Applicant	1591	1666	1745	1827	<u>1912</u>
Audiologist I	1666	1745	1827	1912	<u>2002</u>
Occupational Therapist	1523	1591	<u>1666</u>	1745	1827
Physical Therapist License Applicant	1591	1666	1745	1827	<u>1912</u>
Physical Therapist I	1591	1666	1745	1827	<u>1912</u>
Rehabilitation Therapist, Department of Health (Occupational)	1523	1591	<u>1666</u>	1745	1827
Respiratory Therapist					
(Range A)	1462	1523	<u>1591</u>	1666	1745
(Range B)	1523	1591	<u>1666</u>	1745	1827

SECTION 5 (continued)

Subsection 5.2 (continued)

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Speech Pathologist License Applicant	1591	1666	1745	1827	<u>1912</u>
Speech Pathologist I	1591	1666	1745	1827	<u>1912</u>

Subsection 5.3

The Veterans Home of California.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Clinical Laboratory Technologist		1827	1912	<u>2002</u>	2098
Dental Hygienist	1706	1786	1868	<u>1959</u>	2051
Licensed Vocational Nurse	1217	1265	<u>1317</u>	1371	1433
Pre-Registered Nurse			1523	1591	<u>1666</u>
Registered Nurse I Range A	1591	<u>1666</u>	1745	1827	1912
Registered Nurse II Range A	1706	<u>1786</u>	1868	1959	2051
Surgical Nurse I	1706	<u>1786</u>	1868	1959	2051
Surgical Nurse II	1868	<u>1959</u>	2051	2150	2251

Subsection 5.4

California State Prison at San Quentin.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Pre-Registered Nurse			1523	1591	<u>1666</u>

SECTION 5 (continued)

Subsection 5.4 (continued)

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
*Registered Nurse I					
(Range A)	1591	1666	1745	1827	<u>1912</u>
(Range C)			<u>1912</u>	2002	<u>2098</u>
*Registered Nurse II					
(Range A)	1706	1786	1868	1959	<u>2051</u>
(Range C)			<u>2051</u>	2150	<u>2251</u>
Registered Nurse III	1868	1959	2051	2150	<u>2251</u>

Subsection 5.5

All correctional institutions under the Department of Corrections other than California State Prison at San Quentin.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Registered Nurse I Range A	1591	<u>1666</u>	1745	1827	1912
Registered Nurse II Range A	1706	<u>1786</u>	1868	1959	2051

*AR-142 Applicable (See Introduction to Pay Scales)

SECTION 5 (continued)

Subsection 5.6

Department of Health Services for the Counties of:

Alameda	San Francisco	Somona
Contra Costa	San Mateo	
Marin	Santa Clara	

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Health Care Services Nurse I	1706	1786	1868	1959	<u>2051</u>
Health Care Services Nurse II	1868	1959	2051	2150	<u>2251</u>

Subsection 5.7

Department of Mental Health for Metropolitan State Hospital.

<u>Class</u>	<u>Recruitment Rate Underlined</u>			
Clinical Laboratory Technologist	1827	1912	<u>2002</u>	2098

Subsection 5.8

Department of the Youth Authority for Fred C. Nelles School and Southern Reception Center-Clinic.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Registered Nurse I Range A	1591	<u>1666</u>	1745	1827	1912
Registered Nurse II Range A	1706	<u>1786</u>	1868	1959	2051

The rate authorized under Section 5 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 60 days after cancellation of this authorization.

GENERAL INSTRUCTIONS FOR
SECTIONS 1 THROUGH 5

- A. Salaries for individuals hired under Section 1 through 5 of this authorization are a "plus" adjustment and will be shown as the base salary and a "plus" adjustment on the appointment documents. Base salary is the minimum step of the salary range. As examples, the rate for Stenographer (Range A) in Los Angeles would be shown as \$1029 plus \$78; the rate for Bank Examiner I in San Francisco would be shown as \$1407 plus \$125; the rate for Assistant Industrial Hygienist would be shown as \$1959 plus \$191; and the rate for a Registered Nurse I (Range A) at a State Hospital would be shown as \$1591 plus \$75.
- 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 1 through 5 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. It will not require a trigger to put this HAM into effect.
- 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. Salary upon movement other than by appointment from an employment list by an employee receiving a "plus" to a class with substantially the same or lower salary will be determined using the employee's base salary only.
- I. Alternate range movement for a class receiving a hiring above the minimum 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 Rule 599.677 (98.4). Generally, employees should be rehired under the hiring-above-minimum rules 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. Employees receiving a "plus" adjustment under this authorization who are also eligible for a special adjustment under Schedule C of Resolution A shall have the Schedule C adjustment computed based on the total hiring rate (base salary and "plus").

For example, the pay for Stenographer (Range A) in Los Angeles would be computed as follows:

1. Base rate	\$1029
2. Add "plus" to equal the third step	1107 (1029 + 78)
3. Add Schedule C adjustment	1115 (1107 + 8)
Hiring rate in Los Angeles	<u>\$1115</u>

If this stenographer transfers to a Stenographer position in Sacramento (or other area for which a "plus" adjustment is not authorized), the pay would be computed as follows:

1. Base rate	\$1029
2. Add Schedule C adjustment	1045 (1029 + 16)
Hiring rate in Sacramento	<u>\$1045</u>

SECTION 6

Subsection 6.1

All State hospitals.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Physician and Surgeon					
(Range A)	No HAM for Range A				
(Range B)	4156	4360	<u>4571</u>	4795	5033
(Range C)	4360	4571	<u>4795</u>	5033	5278
(Range D)	4571	4795	<u>5033</u>	5278	5429
Physician and Surgeon (Intermittent)	Proportional part of authorization for range.				
Staff Psychiatrist					
(Range A)	4156	4360	<u>4571</u>	4795	5033
(Range B)	4360	4571	<u>4795</u>	5033	5278
(Range C)	4571	4795	<u>5033</u>	5278	5429

Subsection 6.2

The Veterans Home of California.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Physician and Surgeon					
(Range A)	No HAM for Range A				
(Range B)	4156	4360	<u>4571</u>	4795	5033
(Range C)	4360	4571	<u>4795</u>	5033	5278
(Range D)	4571	4795	<u>5033</u>	5278	5429
Physician and Surgeon (Intermittent)	Proportional part of authorization for range.				

SECTION 6 (continued)

Subsection 6.3

California State Prison at San Quentin.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Physician and Surgeon					
(Range A)	No HAM for Range A				
(Range B)	4156	4360	<u>4571</u>	4795	5033
(Range C)	4360	4571	<u>4795</u>	5033	5278
(Range D)	4571	4795	<u>5033</u>	5278	5429
Staff Psychiatrist					
(Range A)	4156	4360	<u>4571</u>	4795	5033
(Range B)	4360	4571	<u>4795</u>	5033	5278
(Range C)	4571	4795	<u>5033</u>	5278	5429

Subsection 6.4

Department of Consumer Affairs for Board of Medical Quality Assurance.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Medical Consultant, State Board of Medical Quality Assurance	4795	5033	5278	5536	<u>5560</u>

Subsection 6.5

Department of Youth Authority for all facilities.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Staff Psychiatrist					
(Range A)	4156	4360	<u>4571</u>	4795	5033
(Range B)	4360	4571	<u>4795</u>	5033	5278
(Range C)	4571	4795	<u>5033</u>	5278	5429

INSTRUCTIONS FOR SECTION 6

- A. Underlined rates for individuals hired under Section 6 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 6, 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 6 and is receiving less than the authorized HAM rate for the department as of January 1, 1984, may receive the authorized rate effective January 1, 1984. 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 6 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