



George Dukmejian, Governor

**TO:** ALL PERSONNEL OFFICERS AND  
LABOR RELATIONS OFFICERS

**SUBJECT:** Hiring-Above-Minimum Requests  
for Extraordinary Qualifications

**REFERENCE CODE :** 84-06-01  
**EFFECTIVE DATE :** April 1, 1984  
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The purpose of this memorandum is to remind departments without delegated authority that all hiring-above-minimum (HAM) authorizations for extraordinary qualifications must be approved by the Personnel Services Branch of the Department of Personnel Administration (DPA) before a salary commitment can be made.

Government Code Section 19836 provides that the DPA may authorize payment above the minimum step in the salary range in order to hire a person who has extraordinary qualifications into State service. HAMS under this authorization may be offered to unusually well-qualified persons when the minimum step of the range cannot attract them.

Prior to submitting a HAM request to DPA for extraordinary qualifications, departments should first determine whether an individual possesses extraordinary qualifications by applying the following standards:

1. Contribution to the Agency

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

- a. Extraordinary qualifications may be 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 of State employees already in the same or closely related classes should be carefully considered, since questions of salary equity may arise if a new employee receives a HAM salary rate.

2. Current Salary And Other Job Offers

If the criteria for extraordinary qualifications are otherwise met, the individual's present salary or other bona fide salary offers normally should be above the first step of the class before he/she can be considered for a HAM.

3. 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.

4. Prior State Employment And Departmental Authority

Departments may request HAMs for extraordinary qualifications only for persons who are not now in State civil service. Above-minimum rates cannot be granted retroactively once the individual becomes a State civil service employee.

Prospective employees with prior State service (civil service or exempt service, including that with the University of California, State Colleges, the Legislature and other groups) should be evaluated in the same manner as other applicants. However, to qualify for a higher rate of pay than they received as State employees, they must clearly have qualifications above those they possessed as State employees. Employees re-entering State service under Rule 599.677 are not eligible for a special hiring rate under this Section.

The Personnel Services Branch staff will make determinations on all HAM requests based on the above standards. Also required for DPA review are the following:

Individual's current employment application and/or bona fide salary offer;

Copy of job specification; and

Copy of current employment list for the class.

Any questions regarding this matter should be directed to Jerri Martin at (916) 324-0439, (ATSS) 454-0439.



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