



George Deukmejian, Governor

TO: Personnel Officers  
Labor Relations Officers

SUBJECT: Recruitment Hiring-Above-Minimum  
(HAM) Authorization for 1984-85  
Fiscal Year

REFERENCE CODE : 84-13-1  
EFFECTIVE DATE : July 1, 1984  
EXPIRATION DATE: June 30, 1985  
DATE OF ISSUE : August 31, 1984


REPLACES MEMORANDUM 84-01-1

This memorandum contains the new salary rates reflected in Pay Letter 84-13 and the effect on the recruitment hiring-above-minimum (HAM) rates authorized for the 1984-85 fiscal year.

All rates contained in this authorization are effective July 1, 1984. This special hiring authorization may be amended or cancelled at any time and will expire on June 30, 1985.

The sections contain specific instructions for application of the authorizations effective July 1, 1984. General instructions which apply to Sections 1 through 4 follow Section 4. 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.

  
K. L. RUTHEFORD, Chief  
Personnel Services Branch  
(916) 324-0439  
ATSS 454-0439

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) (Range C)	1310	1360	1411 <u>1535</u>	1473 1599	<u>1535</u> <u>1669</u>
*Legal Typist (Range A) (Range C)	1310	1360	1411 <u>1535</u>	1473 1599	<u>1535</u> <u>1669</u>
Medical Stenographer	1310	1360	<u>1411</u>	1473	1535
*Senior Legal Stenographer (Range A) (Range C)	1464	1528	1595 <u>1735</u>	1663 1818	<u>1735</u> <u>1902</u>
*Senior Legal Typist (Range A) (Range C)	1464	1528	1595 <u>1735</u>	1663 1818	<u>1735</u> <u>1902</u>
Stenographer (Range A) (Range B)	1132 1218	1173 1261	<u>1218</u> <u>1310</u>	1261 1360	1310 1411

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

SECTION 2

Subsection 2.1

All State agencies in all locations.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Auditor I	1520	<u>1584</u>	1655	1724	1807
Bank Examiner I	1520	1584	<u>1655</u>	1724	1807
Insurance Examiner I					
(Range A)	1520	<u>1584</u>	1655	1724	1807
(Range B)	1655	<u>1724</u>	1807	1890	1982

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 4

Subsection 4.1

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

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Audiologist License Applicant	1718	1799	1885	1973	<u>2065</u>
Audiologist I	1973	2065	<u>2162</u>	2266	2373
Physical Therapist License Applicant	1718	1799	1885	1973	<u>2065</u>
Physical Therapist I	1885	1973	<u>2065</u>	2162	2266
Rehabilitation Therapist, Department of Health (Occupational)	1799	<u>1885</u>	1973	2065	2162
Respiratory Therapist					
(Range A)	1579	1645	<u>1718</u>	1799	1885
(Range B)	1645	1718	<u>1799</u>	1885	1973
Speech Pathologist License Applicant	1718	1799	1885	1973	<u>2065</u>
Speech Pathologist I	1885	1973	<u>2065</u>	2162	2266

Subsection 4.2

The Veterans Home of California.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Dental Hygienist	1842	1929	2017	<u>2116</u>	2215
Pre-Registered Nurse			1645	1718	<u>1799</u>

SECTION 4 (continued)

Subsection 4.5

The 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	1842	1929	2017	2116	<u>2215</u>
Health Care Services Nurse II	2017	2116	2215	2322	<u>2431</u>

Subsection 4.6

All other counties:

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Health Care Services Nurse I	1842	1929	<u>2017</u>	2116	2215
Health Care Services Nurse II	2017	2116	<u>2215</u>	2322	2431

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 60 days after cancellation of this authorization.

GENERAL INSTRUCTIONS FOR  
SECTIONS 1 THROUGH 4

- A. Salaries for individuals hired under Section 1 through 4 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 \$1132 plus \$86; the rate for Bank Examiner I in San Francisco would be shown as \$1520 plus \$135; the rate for Assistant Industrial Hygienist would be shown as \$2116 plus \$206.
- 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 4 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.

SECTION 5

Subsection 5.1

All State hospitals.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Physician and Surgeon	No HAM for Range A				
(Range A)	4488	4709	<u>4937</u>	5179	5436
(Range B)	4709	4937	<u>5179</u>	5436	5700
(Range C)	4937	5179	<u>5436</u>	5700	5863
(Range D)					
Physician and Surgeon (Intermittent)	Proportional part of authorization for range.				
Staff Psychiatrist					
(Range A)	4488	4709	<u>4937</u>	5179	5436
(Range B)	4709	4937	<u>5179</u>	5436	5700
(Range C)	4937	5179	<u>5436</u>	5700	5863

Subsection 5.2

The Veterans Home of California.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Physician and Surgeon	No HAM for Range A				
(Range A)	4488	4709	<u>4937</u>	5179	5436
(Range B)	4709	4937	<u>5179</u>	5436	5700
(Range C)	4937	5179	<u>5436</u>	5700	5863
(Range D)					
Physician and Surgeon (Intermittent)	Proportional part of authorization for range.				

INSTRUCTIONS FOR SECTION 5

- A. Underlined rates for individuals hired under Section 5 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 5, 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 5 and is receiving less than the authorized HAM rate for the department as of July 1, 1984, may receive the authorized rate effective July 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 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 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

SECTION 5 (continued)

Subsection 5.3

California State Prison at San Quentin.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Physician and Surgeon	No HAM for Range A				
(Range A)					
(Range B)	4488	4709	<u>4937</u>	5179	5436
(Range C)	4709	4937	<u>5179</u>	5436	5700
(Range D)	4937	5179	<u>5436</u>	5700	5863
Staff Psychiatrist					
(Range A)	4488	4709	<u>4937</u>	5179	5436
(Range B)	4709	4937	<u>5179</u>	5436	5700
(Range C)	4937	5179	<u>5436</u>	5700	5863

Subsection 5.4

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	5179	5436	5700	5979	<u>6005</u>

Subsection 5.5

Department of Youth Authority for all facilities.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Staff Psychiatrist					
(Range A)	4488	4709	<u>4937</u>	5179	5436
(Range B)	4709	4937	<u>5179</u>	5436	5700
(Range C)	4937	5179	<u>5436</u>	5700	5863

- . 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. 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	\$1132
2. Add "plus" to equal the third step	1218 (1132 + 86)
3. Add Schedule C adjustment	1224 (1218 + 6)
Hiring rate in Los Angeles	<u>\$1224</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	\$1132
2. Add Schedule C adjustment	1146 (1132 + 14)
Hiring rate in Sacramento	<u>\$1146</u>

SECTION 4 (continued)

Subsection 4.3

The Department of Mental Health at Atascadero State Hospital.

<u>Class</u>	<u>Recruitment Rate Underlined</u>		
Pre-Registered Nurse	1645	<u>1718</u>	1799

Subsection 4.4

California State Prison at San Quentin.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Pre-Registered Nurse			1645	1718	<u>1799</u>
*Registered Nurse I					
(Range A)	1718	1799	1885	1973	<u>2065</u>
(Range C)			<u>2065</u>	2162	<u>2266</u>
*Registered Nurse II					
(Range A)	1842	1929	2017	2116	<u>2215</u>
(Range C)			<u>2215</u>	2322	<u>2431</u>
Registered Nurse III	2017	2116	2215	2322	<u>2431</u>

---

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

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	2116	2215	<u>2322</u>	2431	2549
Associate Industrial Hygiene Specialist, State Compensation Insurance Fund	2549	2670	<u>2798</u>	2934	3073

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 1 (continued)

Subsection 1.2

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	1335	1386	1440	1504	<u>1568</u>

Subsection 1.3

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

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
* Secretary (Range B)	1406	1464	1528	1595	<u>1663</u>
Office Assistant I (Typing)	1074	1112	<u>1153</u>	1196	1239
* Office Assistant II (Typing) (Range B)	1196	1239	<u>1285</u>	1335	1386
(Range C)	1239	1285	<u>1335</u>	1386	1440
* Senior Stenographer (Range B)	1406	1464	1528	1595	<u>1663</u>
* Stenographer (Range B)	1218	1261	<u>1310</u>	1360	1411
(Range C)	1261	1310	<u>1360</u>	1411	<u>1473</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.

\*Authorization for this class expires October 30, 1984.