



George Deukmejian, Governor

TO: Personnel Officers
Labor Relations Officers

SUBJECT: Recruitment Hiring-Above Minimum
(HAM) Authorization for 1985-86
Fiscal Year

REFERENCE CODE: 85-12-1
EFFECTIVE: July 1, 1985
EXPIRATION: June 30, 1986
DATE OF ISSUE: July 31, 1985

REPLACES MEMORANDUM 84-13-1

This memorandum contains the new salary rates reflected in Pay Letter 85-15 and the effect on the recruitment hiring-above-minimum (HAM) rates authorized for the 1985-86 fiscal year.

All rates contained in this authorization are effective July 1, 1985. This special hiring authorization may be amended or cancelled at any time and will expire on June 30, 1986.

The sections contain specific instructions for application of the authorizations effective July 1, 1985. 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.

Any questions or comments regarding this authorization may be discussed with your department Personnel Office staff or the Employee Salary and Service Program (ESSP) analyst at DPA.

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Attachment

SECTION I

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)	1430	1485	1540 <u>1676</u>	1608 1746	<u>1676</u> <u>1822</u>
*Legal Typist (Range A) (Range C)	1430	1485	1540 <u>1676</u>	1608 1746	<u>1676</u> <u>1822</u>
*Senior Legal Stenographer (Range A) (Range C)	1598	1668	1742 <u>1894</u>	1816 1985	<u>1894</u> <u>2077</u>
*Senior Legal Typist (Range A) (Range C)	1598	1668	1742 <u>1894</u>	1816 1985	<u>1894</u> <u>2077</u>

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	1458	1514	1572	1642	<u>1712</u>

The rate authorized under Section I 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 2

Subsection 2.1

All State agencies in all locations.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Auditor I	1611	<u>1679</u>	1754	1827	1915
Bank Examiner I	1611	1679	<u>1754</u>	1827	1915
Insurance Examiner I					
(Range A)	1611	<u>1679</u>	1754	1827	1915
(Range B)	1754	<u>1827</u>	1915	2003	2101

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	2243	2348	<u>2461</u>	2577	2702
Associate Industrial Hygiene Specialist, State Compensation Insurance Fund	2702	2830	<u>2966</u>	3110	3257

Subsection 3.2

Department of Transportation for positions located in Alameda and Los Angeles counties.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Heavy Equipment Mechanic (Range A)			2091	2189	<u>2292</u>

Subsection 3.3

The State Treasurers office for San Francisco only.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Senior Engineer Districts Securities Commission	3257	3415	3581	<u>3753</u>	3938

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

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

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Audiologist License Applicant	1821	1907	1998	2091	<u>2189</u>
Audiologist I	2292	2402	<u>2515</u>	2636	2764
Physical Therapist License Applicant	1821	1907	1998	2091	<u>2189</u>
Physical Therapist I	2091	2189	<u>2292</u>	2402	2515
Rehabilitation Therapist, State Hospitals (Occupational)	1907	<u>1998</u>	2091	2189	2292
Respiratory Therapist (Range A)	1674	1744	<u>1821</u>	1907	1998
(Range B)	1744	1821	<u>1907</u>	1998	2091
Speech Pathologist License Applicant	1821	1907	1998	2091	<u>2189</u>
Speech Pathologist I	2292	2402	<u>2515</u>	2636	2764

Subsection 4.2

The Department of Mental Health for the following classes and locations.

<u>Class</u>	<u>Location</u>	<u>Recruitment Rate Underlined</u>				
Physical Therapist II	Metropolitan State Hospital	2402	2515	<u>2636</u>	2764	2895
Rehabilitation Therapist, State Hospitals (Music)	Patton State Hospital	1744	1821	<u>1907</u>	1998	2091
Rehabilitation Therapist, State Hospitals (Art)	Patton State Hospital	1744	1821	<u>1907</u>	1998	2091
Rehabilitation Therapist, State Hospitals (Dance)	Patton State Hospital	1744	1821	<u>1907</u>	1998	2091
Rehabilitation Therapist, State Hospitals (Occupational)	Patton State Hospital	1907	1998	<u>2091</u>	2189	2292
Rehabilitation Therapist, State Hospitals (Recreation)	Patton State Hospital	1744	1821	<u>1907</u>	1998	2091
Psychologist, Clinical	Patton State Hospital	2764	2895	<u>3035</u>	3180	3335
Psychiatric Social Worker	Atascadero, Camarillo, and Patton State Hospital	2091	2189	<u>2292</u>	2402	2515

Subsection 4.3

The Veterans Home of California.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Dental Hygienist	1953	2045	2138	<u>2243</u>	2348
Pre-Registered Nurse			1796	<u>1876</u>	1964

Subsection 4.4

California State Prison at San Quentin.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Pre-Registered Nurse			1796	1876	<u>1964</u>
*Registered Nurse I (Range A)	1876	1964	2059	2154	<u>2255</u>
(Range C)			<u>2255</u>	2361	<u>2474</u>
*Registered Nurse II (Range A)	2011	2106	2203	2310	<u>2418</u>
(Range C)			<u>2418</u>	2536	<u>2654</u>
Registered Nurse III	2203	2310	2418	2536	<u>2654</u>

Subsection 4.5

The Department of Health Services for the Counties of:

Alameda	San Francisco	Sonoma
Contra Costa	San Mateo	
Marin	Santa Clara	

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Nurse Evaluator I, Health Services	2011	2106	2203	2310	<u>2418</u>
Nurse Evaluator II, Health Services	2203	2310	2418	2536	<u>2654</u>

Subsection 4.6

All other counties:

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Nurse Evaluator I, Health Services	2011	2106	<u>2203</u>	2310	2418
Nurse Evaluator II, Health Services	2203	2310	<u>2418</u>	2536	2654

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

Subsection 4.7

The Department of Developmental Services at Camarillo State Hospital.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Medical Record Officer	2024	2122	<u>2220</u>	2322	2435

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 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 Auditor I would be shown as \$1611 plus \$68; the rate for Bank Examiner I would be shown as \$1611 plus \$143; the rate for Audiologist I would be shown as \$2292 plus \$223.
- 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.
- 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. 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.

SECTION 5

Subsection 5.1

All State hospitals.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Physician and Surgeon (Range A) (Range B) (Range C) (Range D)	No HAM for Range A				
	4757	4992	<u>5233</u>	5490	5762
	4992	5233	<u>5490</u>	5762	6042
	5233	5490	<u>5762</u>	6042	6215
	Proportional part of authorization for range.				
Staff Psychiatrist (Range A) (Range B) (Range C)	4757	4992	<u>5233</u>	5490	5762
	4992	5233	<u>5490</u>	5762	6042
	5233	5490	<u>5762</u>	6042	6215
	Proportional part of authorization for range.				

Subsection 5.2

The Veterans Home of California.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Physician and Surgeon (Range A) (Range B) (Range C) (Range D)	No HAM for Range A				
	4757	4992	<u>5233</u>	5490	5762
	4992	5233	<u>5490</u>	5762	6042
	5233	5490	<u>5762</u>	6042	6215
	Proportional part of authorization for range.				
Physician and Surgeon (Intermittent)	Proportional part of authorization for range.				

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)	4757	4992	<u>5233</u>	5490	5762
(Range B)	4992	5233	<u>5490</u>	5762	6042
(Range C)	5233	5490	<u>5762</u>	6042	6215
Staff Psychiatrist					
(Range A)	4757	4992	<u>5233</u>	5490	5762
(Range B)	4992	5233	<u>5490</u>	5762	6042
(Range C)	5233	5490	<u>5762</u>	6042	6215

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	6071	6367	<u>6395</u>

Subsection 5.5

Department of Youth Authority for all facilities.

<u>Class</u>	<u>Recruitment Rate Underlined</u>				
Staff Psychiatrist					
(Range A)	4757	4992	<u>5233</u>	5490	5762
(Range B)	4992	5233	<u>5490</u>	5762	6042
(Range C)	5233	5490	<u>5762</u>	6042	6215

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, 1985, may receive the authorized rate effective July 1, 1985. 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