



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 86-16-1

EFFECTIVE: July 1, 1986

EXPIRATION: June 30, 1987

DATE OF ISSUE: July 1, 1986


**SUBJECT: Recruitment Hiring-Above Minimum (HAM)
Authorization for 1986-87 Fiscal Year**

This memorandum contains the Recruitment Hiring-Above-Minimum (HAM) authorizations for the 1986-87 fiscal year. The salary rates shown are those from the Forty Third Edition of the Pay Scales and are effective July 1, 1986.

This special hiring authorization may be amended or cancelled at any time and will expire on June 30, 1987.

Sections I or II contain specific instructions for the application of this authorization and are effective July 1, 1986. General instructions which apply to Sections I and II follow each section. 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 Personnel Services Branch (PSB) analyst at DPA.


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Attachment

SECTION I

UNIT 1

<u>Class Code</u>	<u>Class</u>	<u>Department/ Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
4175	Auditor I	All State Agencies/ All Locations		1692	<u>1763</u>	1842	1918	2011
4484	Bank Examiner I	All State Agencies/ All Locations		1692	1763	<u>1842</u>	1918	2011
4420	Insurance Examiner	All State Agencies/ All Locations	Rg A Rg B	1692 1842	<u>1763</u> <u>1918</u>	1842 2011	1918 2103	2011 2206
1864	Medical Record Officer	Department of Develop- mental Services/Camarillo State Hospital	Rg A	2125	2228	<u>2331</u>	2438	2557

UNIT 4

1741	Accounting Technician	All State Agencies/ Alameda County	Rg A Rg B	1569 1692	1603 1767	<u>1692</u> <u>1843</u>	1767 1922	1843 2004
1287	Legal Stenographer	All State Agencies/ In the following Counties: -Alameda -Contra Costa -Los Angeles -Marin -Orange -San Francisco -San Mateo -Santa Clara	Rg A Rg C	1539	1598	1658 <u>1804</u>	1730 1880	<u>1804</u> 1961
1182	Legal Typist	All State Agencies/ In the following Counties: -Alameda -Contra Costa -Los Angeles -Marin -Orange -San Francisco -San Mateo -Santa Clara	Rg A Rg C	1539	1598	1658 <u>1804</u>	1730 1880	<u>1804</u> 1961

<u>Class Code</u>	<u>Department/Class</u>	<u>Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
1285	Senior Legal Stenographer	All State Agencies/ In the following Counties: -Alameda -Contra Costa -Los Angeles -Marin -Orange -San Francisco -San Mateo -Santa Clara	Rg A Rg C	1720	1796	1875 <u>2038</u>	1957 2137	<u>2038</u> <u>2245</u>
1196	Senior Legal Typist	All State Agencies/ In the following Counties: -Alameda -Contra Costa -Los Angeles -Marin -Orange -San Francisco -San Mateo -Santa Clara	Rg A Rg C	1720	1796	1875 <u>2038</u>	1957 2137	<u>2038</u> <u>2245</u>
1192	Hearing Transcriber - Typist, Public Utilities Commission	Public Utilities Commission/ Los Angeles and San Francisco Counties		1569	1630	1692	1767	<u>1843</u>
<u>UNIT 12</u>								
6834	Heavy Equipment Mechanic	Transportation/ Alameda and Los Angeles Counties	Rg A			2245	2355	<u>2465</u>
1552	Equipment Parts Worker	San Francisco				1872	1959	<u>2051</u>
<u>UNIT 17</u>								
8140	Pre-Registered Nurse	Corrections/ San Quentin				1886	1970	<u>2062</u>
8140	Pre-Registered Nurse	Mental Health/ Atascadero and Metropolitan State Hospitals				1886	1970	<u>2062</u>

<u>Class Code</u>	<u>Department/Class</u>	<u>Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>		
8140	Pre-Registered Nurse	Veterans Home of California		1886	<u>1970</u>	2062
8138	Registered Nurse I	Corrections/ San Quentin	Rg A Rg C	1970	2062	2162 2262 <u>2368</u> <u>2368</u> 2479 <u>2598</u>
8138	Registered Nurse I	Mental Health/ Atascadero and Metropolitan State Hospitals	Rg A Rg C	1970	2062	2162 2262 <u>2368</u> <u>2368</u> 2479 <u>2598</u>
8138	Registered Nurse I	Youth Authority/ El Paso Del Robles, F. C. Nelles and Youth Training Schools	Rg A	1970	2062	<u>2162</u> 2262 2368
8164	Registered Nurse II	Corrections/ San Quentin	Rg A Rg C	2112	2211	2313 2426 <u>2539</u> <u>2539</u> 2663 <u>2787</u>
8164	Registered Nurse II	Mental Health Atascadero and Metropolitan State Hospitals	Rg A Rg C	2112	2211	2313 2426 <u>2539</u> <u>2539</u> 2663 <u>2787</u>
8164	Registered Nurse II	Youth Authority/ El Paso Del Robles, F. C. Nelles and Youth Training Schools	Rg A	2112	2211	<u>2313</u> 2426 2539
8161	Registered Nurse III	Corrections/ San Quentin	Rg A	2313	2426	2539 2663 <u>2787</u>
8143	Nurse Evaluator I, Health Services	Health Services/ In the following Counties: -Alameda -Contra Costa -Marin -San Francisco -San Mateo -Santa Clara -Sonoma		2112	2211	2313 2426 <u>2539</u>
8143	Nurse Evaluator I, Health Services	Health Services/ All other counties		2112	2211	<u>2313</u> 2426 2539

<u>Class Code</u>	<u>Department/Class</u>	<u>Location(s)</u>	<u>Range</u>	<u>Recruitment</u>	<u>Rate</u>	<u>Underlined</u>
8144	Nurse Evaluator II, Health Services	Health Services In the following Counties: -Alameda -Contra Costa -Marin -San Francisco -San Mateo -Santa Clara -Sonoma	2313	2426	2539	2663 <u>2787</u>
8144	Nurse Evaluator II, Health Services	Health Services/ All other counties	2313	2426	<u>2539</u>	2663 2787
<u>UNIT 19</u>						
8301	Audiologist License Applicant	Positions At All State Hospitals and The Veterans Home of California	1912	2002	2098	2196 <u>2298</u>
8273	Audiologist I	Positions At All State Hospitals and The Veterans Home of California	2407	2522	<u>2641</u>	2768 2902
8275	Physical Therapist License Applicant	Positions At All State Hospitals and The Veterans Home of California	1912	2002	2098	2196 <u>2298</u>
8280	Physical Therapist I	Positions At All State Hospitals and the Veterans Home of California	2196	2298	<u>2407</u>	2522 2641
9860	Psychologist (Health Facility- Clinical)	Mental Health/Patton, Atascadero and Napa State Hospital; Developmental Services/ all locations	2902	3040	<u>3187</u>	3339 3502
9833	Psychologist (Health Facility- Experimental)	Mental Health/ Atascadero State Hospital	2902	3040	<u>3187</u>	3339 3502
9868	Psychiatric Social Worker (Health Facility)	Mental Health/ Atascadero, Camarillo, Patton and Napa State Hospitals; Developmental Services/ all locations	2196	2298	<u>2407</u>	2522 2641

<u>Class Code</u>	<u>Department/Class</u>	<u>Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
8414	Rehabilitation Therapist, State Hospitals (Art)	Mental Health/ Patton, Atascadero Metropolitan and Napa State Hospitals	1912	2002	<u>2098</u>	2196	2298	
8423	Rehabilitation Therapist, State Hospitals (Dance)	Mental Health/ Patton, Atascadero Metropolitan and Napa State Hospitals	1912	2002	<u>2098</u>	2196	2298	
8311	Rehabilitation Therapist, State Hospitals (Music)	Mental Health/ Patton, Atascadero Metropolitan Napa State Hospitals	1912	2002	<u>2098</u>	2196	2298	
8289	Rehabilitation Therapist, State Hospitals (Occupational)	Mental Health/ Patton, Atascadero Metropolitan and Napa State Hospitals	2002	2098	<u>2196</u>	2298	2407	
8289	Rehabilitation Therapist, State Hospitals (Occupational)	Positions At All State Hospitals and The Veterans Home of California	2002	<u>2098</u>	2196	2298	2407	
8312	Rehabilitation Therapist, State Hospitals (Recreation)	Mental Health/ Patton, Atascadero, Metropolitan and Napa State Hospitals	1912	2002	<u>2098</u>	2196	2298	
8294	Speech Pathologist License Applicant	Positions At All State Hospitals and The Veterans Home of California	1912	2002	2098	2196	<u>2298</u>	
8279	Speech Pathologist I	Positions At All State Hospitals and The Veterans Home of California	2407	2522	<u>2641</u>	2768	2902	
<u>UNIT 20</u>								
7928	Clinical Laboratory Technologist	Mental Health/ Atascadero and Metropolitan State Hospitals	Rg A	2298	2407	<u>2522</u>	2641	
8128	Dental Hygienist	The Veterans Home of California		2051	2147	2245	<u>2355</u> 2465	
8276	Respiratory Therapist	Positions At All State Hospitals and The Veterans Home of California	Rg A Rg B Rg C	1758 1831 1912	1831 1912 2002	<u>1912</u> <u>2002</u> <u>2098</u>	2002 2098 2196 2298	

GENERAL INSTRUCTIONS FOR SECTION I

- A. Salaries for individuals hired under Section I 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 \$1692 plus \$71; the rate for Bank Examiner I would be shown as \$1692 plus \$150; the rate for Audiologist I would be shown as \$2407 plus \$234.
- 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 Section I 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. When computing the salary for an employee who moves to a class with substantially the same or a lower salary range other than by appointment from an employment list, use the employee's combined salary rate (base salary and "plus") to compute the appointment rate, provided the employee has served for a minimum of two (2) years in the From class.
- 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 II

UNIT 16

<u>Class Code</u>	<u>Class</u>	<u>Department Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
7551	Physician and Surgeon	Positions At All State Hospitals; The Veterans Home of California; Corrections/ All Institutions	Rg A Rg B Rg C Rg D	No HAM for Rg A 4995 5242 5495	5242 5494 5767	<u>5494</u> <u>5765</u> <u>6050</u>	5765 6050 6344	6050 6344 6655
7565	Physician and Surgeon-Intermittent	Positions At All State Hospitals and The Veterans Home of California	Rg B Rg C Rg D	The HAM rate is the proportional part of the authorization for the range.				
7618	Staff Psychiatrist	Positions At All State Hospitals; Corrections/ All Institutions; Youth Authority/ All Facilities	Rg A Rg B Rg C	4995 5242 5495	5242 5494 5767	<u>5494</u> <u>5765</u> <u>6050</u>	5765 6050 6344	6050 6344 6655

INSTRUCTIONS FOR SECTION II

- A. Underlined rates for individuals hired under Section II 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 II, 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 II and is receiving less than the authorized HAM rate for the department as of July 1, 1986, may receive the authorized rate effective July 1, 1986. 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 II 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 Hospital	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



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

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

Because of continued recruitment difficulties, the Department of Mental Health is authorized to offer the step underlined in the salary range for positions located at Atascadero State Hospital for the class listed below. This class is in addition to Section 4, Subsection 4.2 of the Hiring-Above-Minimum Authorization Memo issued/effective July 1, 1985.

<u>Class Code</u>	<u>Class</u>	<u>Recruitment Rate</u>				
		<u>Underlined</u>				
9833	Psychologist (Health Facility- Experimental)	2764	2895	<u>3035</u>	3180	3335


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