



George Dukmejian, Governor

**TO:** PERSONNEL MANAGEMENT LIAISONS      **REFERENCE CODE:** 86-30-1  
**EFFECTIVE DATE:** July 1, 1986  
**EXPIRATION DATE:** June 30, 1987  
**DATE OF ISSUE:** September 19, 1986

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

Replaces Memorandums 86-16-1, 86-18-1, 86-19-1 and 86-25-1

This memorandum replaces the above mentioned memorandums and recaps the hiring-above-minimum authorizations for the 1986-87 fiscal year.

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. 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 the Department of Personnel Administration.

  
R. L. Rutherford, Chief  
Personnel Services Branch  
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Attachment

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DEPARTMENT OF PERSONNEL ADMINISTRATION  
Management Memorandum

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	Developmental Svs./ 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	1630 1767	<u>1692</u> <u>1843</u>	1767 1922	1843 2004
1287	Legal Stenographer* (abolish 7/29/86)	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	<u>1658</u> <u>1804</u>	1730 1880	<u>1804</u> <u>1961</u>
1182	Legal Typist* (abolish 7/29/86)	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	<u>1658</u> <u>1804</u>	1730 1880	<u>1804</u> <u>1961</u>

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

<u>Class Code</u>	<u>Class</u>	<u>Department/ Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
1285	Senior Legal Stenographer* (abolish 7/29/86)	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	<u>1875</u> <u>2038</u>	1951 2137	<u>2038</u> <u>2235</u>
1196	Senior Legal Typist* (abolish 7/29/86)	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	<u>1875</u> <u>2038</u>	1957 2137	<u>2038</u> <u>2235</u>
1192	Hearing Transcriber - Typist, Public Utili- ties Commission	Public Utilities Commission/ Los Angeles and San Francisco Counties		1569	1630	1692	1767	<u>1843</u>
3223	Senior Stenographer, Legal* (est. 7/29/86)	All State Agencies in the following counties: -Alameda -Contra Costa -Los Angeles -Marin -Orange -San Francisco -San Mateo -Santa Clara	Rg A Rg B Rg C Rg D	1539 1720	1598 1796	1658 <u>1875</u> <u>1804</u> <u>2038</u>	1730 1954 1880 2137	<u>1804</u> <u>2038</u> <u>1961</u> <u>2235</u>

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

<u>Class Code</u>	<u>Class</u>	<u>Department/ Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
3224	Senior Typist, Legal* (est. 7/29/86)	All State Agencies in the following counties: -Alameda -Contra Costa -Los Angeles -Marin -Orange -San Francisco -San Mateo -Santa Clara	Rg A Rg B Rg C Rg D	1539 1720	1598 1796	1658 1875 <u>1804</u> <u>2038</u>	1730 1954 1880 2137	<u>1804</u> <u>2038</u> 1961 2235

**UNIT 12**

1552	Equipment Parts Worker	Transportation/ Alameda county				1872	1959	<u>2051</u>
6834	Heavy Equipment Mechanic	Transportation/ Alameda and Los Angeles counties	Rg A			2245	2355	<u>2465</u>

**UNIT 17**

8140	Pre-Registered Nurse	Corrections/ San Quentin; Mental Health/ Atascadero, Napa and Metropolitan State Hospitals				1886	1970	<u>2062</u>
8140	Pre-Registered Nurse	Veterans Home of California				1886	<u>1970</u>	2062
8138	Registered Nurse I*	Corrections/ San Quentin; Mental Health/ Atascadero, Napa and Metropolitan State Hospitals	Rg A Rg C	1970	2062	2162 <u>2368</u>	2262 2479	<u>2368</u> <u>2598</u>
8138	Registered Nurse I*	Youth Authority/ El Paso Del Robles, Fred C. Nelles, Ventura and Youth Training School	Rg A	1970	2062	<u>2162</u>	2262	2368

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

<u>Class Code</u>	<u>Class</u>	<u>Department/ Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
8164	Registered Nurse II*	Corrections/ San Quentin; Mental Health/ Atascadero, Napa and Metropolitan State Hospitals	Rg A Rg C	2112	2211	<u>2313</u> <u>2539</u>	2426 2663	<u>2539</u> <u>2787</u>
8164	Registered Nurse II	Youth Authority/ El Paso Del Robles, Fred C. Nelles, Ventura and Youth Training School	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
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

\*AR 141 Applicable (See Introduction to Pay Scales)

<u>Class Code</u>	<u>Class</u>	<u>Department/ Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
<b>UNIT 19</b>								
8301	Audiologist License Applicant	All State Hospitals and the Veterans Home of California		1912	2002	2098	2196	<u>2298</u>
8273	Audiologist I	All State Hospitals and the Veterans Home of California		2407	2522	<u>2641</u>	2768	2902
8275	Physical Therapist License Applicant	All State Hospitals and the Veterans Home of California		1912	2002	2098	2196	<u>2298</u>
8280	Physical Therapist I	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 Hospitals; Social 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, Forensic Services Branch in the following counties: Los Angeles, San Francisco, Sacramento and San Diego; Developmental Services/ Camarillo State Hospital		2196	2298	<u>2407</u>	2522	2641
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

\*The previous authorization pursuant to Management Memo 86-16-1 and 86-18-1 for the Department of Development Services is cancelled as of October 30, 1986.

<u>Class Code</u>	<u>Class</u>	<u>Department/ Location(s)</u>	<u>Range</u>	<u>Recruitment Rate Underlined</u>				
8311	Rehabilitation Therapist, State Hospitals (Music)	Mental Health/ Patton, Atascadero, Metropolitan and 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)	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	All State Hospitals and the Veterans Home of California		1912	2002	2098	2196	<u>2298</u>
8279	Speech Pathologist I	All State Hospitals and the Veterans Home of California		2407	2522	<u>2641</u>	2768	2902
<b><u>UNIT 20</u></b>								
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	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	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.
- 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**

Class Code	Class	Department Location(s)	Range	Recruitment Rate Underlined				
7551	Physician and Surgeon	All State Hospitals; The Veterans Home of California; Corrections/ All Institutions	Rg A	No HAM for Rg A				
			Rg B	4995	5242	<u>5495</u>	5765	6050
			Rg C	5242	5495	<u>5765</u>	6050	6344
			Rg D	5495	5765	<u>6050</u>	6344	6526
7565	Physician and Surgeon-Intermittent	All State Hospitals and The Veterans Home of California	Rg B	The HAM rate is the proportional				
			Rg C	part of the authorization for the				
			Rg D	range.				
7618	Staff Psychiatrist	All State Hospitals; Corrections/ All Institutions; Youth Authority/ All Facilities	Rg A	4995	5242	<u>5495</u>	5765	6050
			Rg B	5242	5495	<u>5765</u>	6050	6344
			Rg C	5495	5765	<u>6050</u>	6344	6526

**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 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

ALM/-A912