George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM87-24
EFFECTIVE DATE: As Indicated
EXPIRATION DATE: June 30, 1988
DATE OF ISSUE: December 11, 1987

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

SUBJECT: Revised Recruitment Hiring-Above-Minimum (HAM) Authorization for the 1987-88 Fiscal Year

Replaces Management Memorandum MM 87-22

This memorandum replaces the above mentioned memorandum and recaps the hiring-above-minimum authorizations for the 1987-88 fiscal year. Additions and changes are indicated by vertical lines in the right margin; deletions are indicated by horizontal lines.

This special hiring authorization may be amended or cancelled at any time and will expire on June 30, 1988. The effective date of the HAM authorizations is July 1, 1987 unless otherwise indicated.

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. Personnel Office staff who have questions should contact the Personnel Standards Unit (PSU) analyst at the Department of Personnel Administration.

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Attachment

SECTION I

UNIT 1

Code	Class	Department/ Location(s)	Range	Recruitment Rate Underlined
4010	Auditor I (Hispanic)	**Corporations and** Savings and Loan**		1692 1763 1842 1918 2011
4010	Auditor I (Hispanic)	**All Other State** Agencies/** All Locations		1692 1763 1842 1918 2011
4175	Auditor I	**Corporations and Savings and Loan**		1692 1763 1842 1918 2011
4175	Auditor I	**All Other State Agencies/** All Locations		1692 1763 1842 1918 2011
4480	Bank Examiner	**Department of Banking**	Rg A	1692 1763 1842 1918 2011
4480	Bank Examiner	**All Other State Agencies/** All Locations	Rg A	1692 1763 1842 1918 2011
4420	Insurance Examiner	**All State Agencies/** All Locations	Rg A Rg B	1692 1763 1842 1918 2011 1842 1918 2011 2103 2206
1864	Medical Record Officer	**Developmental Svs./** Camarillo State Hospital	Rg A	2125 2228 2331 2438 2557

UNIT 4

1741	Accounting Technician	**All State Agencies/** Alameda County	Rg A Rg B	1569 1630 1692 1767 1843 1692 1767 1843 1922 2004
1192	Hearing Transcriber - Typist, Public Utilities Commission	**Public Utilities Commission/** Los Angeles and San Francisco Counties		1569 1630 1692 1767 1843

**Effective 6/2/87

Class Code	Class	Department/ Location(s)	Range	Recruitment Rate Underlined
UNIT 4 Continued				
3223	Senior Stenographer, Legal*	**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 1598 1658 1730 1804 1720 1796 1875 1954 2038 1804 1880 1961 2038 2137 2235
3224	Senior Typist, Legal*	**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 1598 1658 1730 1804 1720 1796 1875 1954 2038 1804 1880 1961 2038 2137 2235
UNIT 12				
1552	Equipment Parts Worker	**Transportation/** Alameda County		1872 1959 2051
6834	Heavy Equipment Mechanic	**Transportation/** Alameda and Los Angeles Counties	Rg A	2245 2355 2465
UNIT 17				
8140	Pre-Registered Nurse	**Corrections/** San Quentin; **Mental Health/** Atascadero, Napa, Patton** and Metropolitan State Hospitals		1886 1970 2062
8140	Pre-Registered Nurse	**Veterans Affairs/** Veterans Home of California		1886 1970 2062

*AR 142 Applicable (See Introduction to Pay Scales)
**Effective 9/1/87

Class Code	Class	Department/ Location(s)	Range	Recruitment Rate Underlined
UNIT 17 Continued				
8138	Registered Nurse I*	**Corrections/** San Quentin, California Medical Facility, California Mens Colony** and California Institution for Men**; **Mental Health/** Atascadero, Napa, Patton** and Metropolitan State Hospitals; **Education/**All Diagnostic Schools**	Rg A Rg C	1970 2062 2162 2262 2368 2368 2479 2598
8138	Registered Nurse I	**Youth Authority/** El Paso Del Robles, Fred C. Nelles,Ventura and Youth Training School	Rg A	1970 2062 2162 2262 2368
8164	Registered Nurse II*	**Corrections/** San Quentin, California Medical Facility, California Men's Colony** and California Institution for Men**, **Mental Health/** Atascadero, Napa, Patton** and Metropolitan State Hospitals; **Education/**All Diagnostic Schools**	Rg A Rg C	2112 2211 2313 2426 2539 2539 2663 2787
8164	Registered Nurse II	**Youth Authority/** El Paso Del Robles, Fred C. Nelles, Ventura and Youth Training School	Rg A	2112 2211 2313 2426 2539
8161	Registered Nurse III	**Corrections/** San Quentin	Rg A	2313 2426 2539 2663 2787

*AR 142 Applicable (See Introduction to Pay Scales)
**Effective 9/1/87

Class Code	Class	Department/ Location(s)	Range	Recruitment Rate Underlined
UNIT 17 Continued				
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 2539
8143	Nurse Evaluator I, Health Services	**Health Services** all other counties; **Mental Health/** Los Angeles and Sacramento counties		2112 2211 2313 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 2787
8144	Nurse Evaluator II, Health Services	**Health Services all other counties; Mental Health/** Los Angeles and Sacramento counties		2313 2426 2539 2663 2787
UNIT 19				
8301	Audiologist License Applicant	**All State Hospitals and the Veterans Home of California**		1912 2002 2098 2196 2298
8273	Audiologist I	**All State Hospitals and the Veterans Home of California**		2407 2522 2641 2768 2902
8288	Occupational Therapist	**All State Hospitals; Corrections/** California Medical Facility		2002 2098 2196 2298 2407
8275	Physical Therapist License Applicant	**All State Hospitals and the Veterans Home of California**		1912 2002 2098 2196 2298

Class Code	Class	Department/ Location(s)	Range	Recruitment Rate Underlined
UNIT 19 Continued				
8280	Physical Therapist I	**All State Hospitals; the Veterans Home of California; Corrections/** California Medical Facility		2196 2298 2407 2522 2641
8277	Physical Therapist II	**Corrections/**California Medical Facility		2522 2641 2768 2902 3040
9860	Psychologist (Health Facility-Clinical)	**Mental Health/**Patton, Atascadero and Napa State Hospitals; **Social Services/** all locations; **Corrections/** California Medical Facility		2902 3040 3187 3339 3502
9835	Psychologist (Health Facility-Educational)	**Mental Health/**** Atascadero State Hospital		2902 3040 3187 3339 3502
9833	Psychologist (Health Facility-Experimental)	**Mental Health/** Atascadero State Hospital		2902 3040 3187 3339 3502
9868	Psychiatric Social Worker (Health Facility)	**Mental Health/** Atascadero, Camarillo, Patton, Napa, an Metropolitan State Hospitals Forensic Services Branch in the following counties: Los Angeles, San Francisco, Sacramento and San Diego and **Developmental Services/** Camarillo State Hospital **Corrections/**California Medical Facility		2196 2298 2407 2522 2641
9868	Psychiatric Social Worker (Health Facility)	**Mental Health/**** Metropolitan State Hospital		2196 2298 2407 2522 2641
8423	Rehabilitation Therapist, State Hospitals (Dance)	**Mental Health/** Patton, Atascadero, Metropolitan and Napa State Hospitals		1912 2002 2098 2196 2298

**Effective 9/1/87

Class Code	Class	Department/ Location(s)	Range	Recruitment Rate Underlined
8414	Rehabilitation Therapist, State Hospitals (Art)	**Mental Health/** Patton, Atascadero, Metropolitan and Napa State Hospitals		1912 2002 2098 2196 2298
8311	Rehabilitation Therapist, State Hospitals (Music)	**Mental Health/** Patton, Atascadero, Metropolitan and Napa State Hospitals		1912 2002 2098 2196 2298
8289	Rehabilitation Therapist, State Hospitals (Occupational)	**Mental Health/** Patton, Atascadero, Metropolitan and Napa State Hospitals		2002 2098 2196 2298 2407
8289	Rehabilitation Therapist, State Hospitals (Occupational)	**All other State Hospitals and the Veterans Home of California**		2002 2098 2196 2298 2407
8312	Rehabilitation Therapist, State Hospitals (Recreation)	**Mental Health/** Patton, Atascadero, Metropolitan and Napa State Hospitals		1912 2002 2098 2196 2298
8294	Speech Pathologist License Applicant	**All State Hospitals and the Veterans Home of California**		1912 2002 2098 2196 2298
8279	Speech Pathologist I	**All State Hospitals and the Veterans Home of California**		2407 2522 2641 2768 2902
UNIT 20				
7928	Clinical Laboratory Technologist	**Mental Health/** Atascadero and Metropolitan State Hospitals	Rg A	2298 2407 2522 2641
8128	Dental Hygienist	**The Veterans Home of California**		2051 2147 2245 2355 2465
8317	Recreation Therapist	**Corrections/**California Medical Facility		1912 2002 2098 2196 2298
8276	Respiratory Therapist	**All State Hospitals; The Veterans Home of California** and **Corrections/**California Medical Facility	Rg A Rg B Rg C	1758 1831 1912 2002 2098 1831 1912 2002 2098 2196 1912 2002 2098 2196 2298

GENERAL INSTRUCTIONS FOR SECTION 1

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 step of in the salary range which the employee is entitled by applying the appropriate salary regulations. As examples, the rate for Auditor I would be shown as $1692 plus $71; the rate for Bank Examiner I would be shown as $1763 plus $79.

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 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 base salary rate to compute the appointment rate. If the employee has served for a minimum of two (2) years in the FROM class use the employee's combined salary rate (base salary and "plus") to compute the appointment rate.

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 the Department of Personnel Administration Regulation 599.677. Generally, employees should be rehired under the hiring-above-minimum authorizations 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. 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.

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; **Department of Education/** Diagnostic School for Neurologically Handicapped Children at Fresno, San Francisco, and Los Angeles	Rg A Rg B Rg C Rg D	No HAM for Rg A 4995 5242 5495 5765 6050 5242 5495 5765 6050 6344 5495 5765 6050 6344 6526
7565	Physician and Surgeon-Intermittent	**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	**Mental Health/** Atascadero and Patton State Hospitals; **Corrections/**The California Men's Colony - San Luis Obispo	Rg A Rg B Rg C	4995 5242 5495 5765 6050 5242 5495 5765 6050 6344 5495 5765 6050 6344 6526
7618	Staff Psychiatrist	**Corrections/**California Medical Facility - Vacaville	Rg A Rg B Rg C	4995 5242 5495 5765 6050 5242 5495 5765 6050 6344 5495 5765 6050 6344 6526
7618	Staff Psychiatrist	**Mental Health/**All other State Hospitals; **Corrections/**All other Institutions; **Youth Authority/**All Facilities	Rg A Rg B Rg C	4995 5242 5495 5765 6050 5242 5495 5765 6050 6344 5495 5765 6050 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, 1987, may receive the authorized rate effective July 1, 1987. 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.

Schem Code	Class Code	Class Title	Alternate Range
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