

PROGRAM OVERVIEW

EMPLOYMENT AT STEP WITHIN SALARY RANGE

Departments have the authority to appoint at any step in the salary range in accordance with the Monterey County Personnel Policies and Practices Resolution No. 98-384.

In determining the appropriate step placement for new employees, the following should be considered:

- Year for year credit for directly related, similar experience (use judgment in deciding applicability of the recency of the experience)
- Difficulty in recruiting qualified candidates
- Unusual qualifications of candidate
- Candidates who would take a pay cut to join County
- Step placement is a deciding factor for candidate accepting employment
- Anticipated difficulty in retaining employee
- Criteria should be applied fairly and equitably among employees
- Budget Implications: Short and Long Term

[For current regular County employees, see also MCPPP §A.5.1 – Salary on Change to a Higher Class for minimum step placement requirements]

PROCEDURES

1. Before formally offering advanced step placement to candidate, Hiring Authority completes “Request for Advanced Step Within Salary Range” form (form A.2.1).
 - Indicates reason for request
 - Gives narrative explanation of considerations
 - Completes “yes/no” questions regarding fair and equitable treatment of employees
 - Provides present County employment information
 - Attaches copy of employment application, resume or other applicable materials
2. “Request for Advanced Step Within Salary Range” form (form A.2.1) is submitted to Department Head or designee for review.
3. Department Head or designee reviews request, annotates with justification for approval/denial, and signs request.
4. “Request for Advanced Step Within Salary Range” form is returned to Hiring Authority who may offer such to candidate.
5. If Advanced Step Placement is approved, the signed “Request for Advanced Step Within Salary Range” form is submitted to Departmental Benefits Coordinator for preparation of Personnel Action Form.

ADMINISTRATIVE PROCEDURE

A.2.1 (b)

6. Departmental Benefits Coordinator attaches a copy of the signed “Request for Advanced Step Within Salary Range” form to Personnel Action Form for routing to Human Resources Division.
7. After completion of employment paperwork, signed “Request for Advanced Step Within Salary Range” form is placed in employee’s Departmental Personnel File.