



employee relations **BULLETIN**

April 21, 2014

(Supersedes ER Bulletin dated February 15, 2005)

**To: Heads of All Departments
Departmental Personnel Officers**

Subject: ADVANCED STEP HIRING

Section 4.90(a) of the Los Angeles Administrative Code [Section 4.901(a) for the Department of Water and Power] provide that initial appointments to any non-sworn position in City service shall be at the lowest step in the salary range for the position. Notwithstanding that provision, the City Administrative Officer, may authorize the appointment of a person to a higher rate when it is determined that:

1. The department, office or bureau is unable to recruit sufficient persons who have the needed experience, abilities or training for the position, or who are willing to work nonstandard hours or who are willing to work in certain locations; or
2. The person to be appointed has experience and skills that exceed those of other candidates available for the position and such experience and skills are required;
3. Prior pay is substantiated to support the advanced step compensation being requested.

Advanced step hiring is to be applied to a limited number of difficult-to-fill positions in a department, office, or bureau and is limited to initial appointments only. Once a new employee accepts a position and is placed on the payroll at the lowest step of the salary range, advanced step hiring is no longer possible. Initial appointments do not apply to current City employees and cannot be undone unless there is a break in continuous City service.

Requests for advanced step hiring must be approved by the Office of the City Administrative Officer (CAO) prior to placing a new employee on the payroll. The attached *Request for Advanced Step Hiring* form must be completed and forwarded to the CAO, Employee Relations Division, for approval prior to appointment. The form is available on the City Forms intranet website.

Any questions regarding this matter should be directed to the Employee Relations Division at (213) 978-7676.

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REQUEST FOR ADVANCED STEP HIRING

This form shall be completed whenever a non-sworn employee is initially hired in accordance with Administrative Code Section 4.90(a) or 4.901(a). Upon completion, this form should be forwarded for approval to:

City Administrative Officer
Employee Relations Division
Room 1200, City Hall East
Mail Stop 139

Department/Division

Name of Employee

Classification

Class Code

Date of Appointment/Start Date

**Salary
Range No.**

Requested Salary Step Placement
Hourly Rate Step No.

\$

**Biweekly
Amount**

\$

Reason for Requested Step Placement

Proof of prior compensation is attached?

 YES NO

If NO, why not?

Department Contact

Phone Number

Signature of Authorized Department Representative

Date

APPROVED BY ERD: _____

DATE: ____ / ____ / ____

Contact the Employee Relations Division at (213) 978-7676 for additional information.